Government of India
Ministry of Railways
(Railway Board)

No. E(W)2021/PCPO Conf/1 New Delhi, dated 18.08.2021

The General Managers(P),
All Indian Railways & Production Units

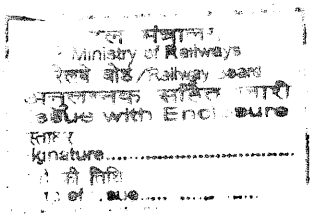
Sub: Minutes of Performance Review Meeting of CRB & CEO with GMs and PCPOs held on 10.8.2021

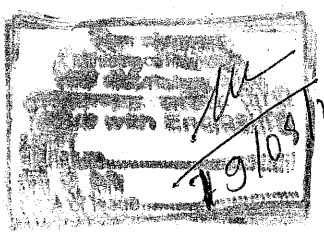
Please find enclosed herewith a copy of the Minutes of Performance Review Meeting of CRB & CEO with GMs and PCPOs held on 10.8.2021for your information and necessary action.

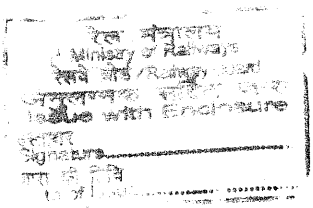
(M. K. Meena)
Joint Director/Estt.(Welfare)
Railway Board

Copy to:-

PPSs TO AM(Staff), AM(HR)
All PED's/EDs of Establishment Directorate, JS(Conf.) EDCC,
PED(IR), EDE(N), EDE(RRB)
EDE, EDPC-II







Total 34 Copy



भारत सरकार Government of India

रेल मंत्रालय Ministry of Railways

रेलवे बोर्ड (Railway Board)

Minutes of

Performance Review Meeting of CRB & CEO with GMs & PCPOs

Date :

10th August, 2021

Venue :

Committee Room,

Rail Bhavan, New Delhi

Minutes of Performance Review Meeting of CRB & CEO with GMs and PCPOs held on 10.8.2021

The Meeting started with welcome note by PED/IR.

Thereafter, AM/HR mentioned the following:

- Data came on time and there has been a phenomenal improvement in the last 30 days.
- Vaccinations were to be completed by 31st of July. Almost 90% target has been achieved.
- 95% COVID settlement cases have been finalised
- 85% cases of compassionate appointment in COVID cases have been finalised.
- The HR department is capable of performing very well and ensure happiness and motivation of our employees.
- As desired by CRB&CEO, MIS has been created and there are Google sheets of 15 different items.

While addressing the GMs and PCPOs, the CRB&CEO mentioned the following:

- Effective functioning of the HRD is very important.
- A motivated force can perform much better.
- MIS and Algorithms have been made.
- Thrust from the GMs, DRMs and PCPOs is very important to achieve objectives
- Benefits must percolate down to the grass-root level and it is better to know ground realities.
- Considerable progress has been made in matters of compassionate appointments and settlements in the COVID-related death cases, but we need to finish this task.
- Barring such cases where people have died and their widows have requested for some time because the children are young, all other cases should be quickly settled. Need of the hour is to look at individual cases.
- About 2900 people have lost their lives, yet there may be more who have not been counted in the data. So we must look very closely at those cases.
- Barring cases which are time-barred or widows who don't want employment, the remaining cases should be finalised quickly. If a Welfare Inspector goes for verification, the work becomes easy. It should be done on top priority.
- As regards the rendition of the National Anthem, all GMs and DRMs have been told that it is a priority item and that all Railway staff must render National Anthem and get certificates including stakeholders, people on stations, vendors, contractors and family members.
- Rendering the National Anthem is National duty and a big boost to it should be ensured.
- Position of absenteeism has improved from 15,000 to 10,000. It is important to know why a man is absent. Downward trend indicates a sense of discipline in the organization.
- Staff absent for more than a month is not good. There are cases where staff is absent for more than 6 months or one year, so these cases need to be looked at carefully.
- Mutual transfers should be immediately implemented. Some improvement is there, but a lot still needs to be done. Some Railways have done very good work and it is almost zero but on some Railways mutual transfer cases are still pending.

- There is a need to ask why mutual transfer cases get delayed, when both the employees are willing? It is only a matter of half an hour. Why should employee waste energy roaming, waiting to be transferred? An employee will feel motivated if he is released on time.
- The same applies to one-way transfers also. Once approval is given for transfer, the person should be relieved. The day an application is forwarded, we should be ready to relieve the person. This applies to everybody across the Board. There is nothing called conditional forwarding and it has no meaning or value.
- As regards Selection and promotion, there should be no problem in suitability and trade test.
- Tests should not take more than 45 minutes. The same applies to suitability. There is lot of pendency in GDCE and LDCE. These have to be completed quickly.
- Figures of absorption of medically decategorised staff has improved. This item should be on the desk of GMs, PCPOs and DRMs.
- APAR position looks promising, but more needs to be done. Target of Railway Board has always been the same that non-gazetted APAR should be completed by June.
- For 2021 APAR should be completed at least by August. Some Railways have done well, so there is no reason why it cannot be done by others.
- If APARs are not completed on time, it can affect promotions. APARs should also be written for staff who have left one office and joined some other organization of Railways.
- Another area of concern is the RRC panel. People should not waste time saying that they have not received call letters, or if call letters received, then training has not started yet. They should be given joining letter and training must start quickly.
- Position of contempt cases is alarming. There are over 794 cases of contempt cases pending on Railways. Some Railways like NCR, SCR, SECR and SR must note that a GM, DRM or any PHoD should not have any contempt cases pending. These should be monitored closely. If not taken seriously, non-bailable warrants can be issued.
- Legal cell should be activated and daily position of the contempt cases in High Court, CAT and in lower courts should be noted.
- There should be a free-flowing mechanism to know whether any case is pending or not.
- Even in Railway Board, information to attend hearings is received at the last minute. This should be checked.
- For Act apprentices training, stipend is given to trainees. There is a provision to get refund for that stipend. This should be monitored closely by training centres. It is a statutory obligation and it is important to get the refund.
- Normally Minor Penalty DAR Cases should be resolved within a month.
- Major Penalty DAR Cases may take a little more time, but 6 months time is enough.
- Settlement Module and Pass Module have been streamlined to a great extent. Some more modules will be launched shortly.
- Primary objective is to run Settlement Module and Pass Module smoothly.
- Once in a while GMs and PCPOs should ask staff whether they are getting Passes or not, whether it is available on mobile.
- The success of MIS depends on everyone. Once MIS is ready and algorithms are made, System can only work if people follow it.
- Last but not the least, is the attitudinal change. Often it is seen that people coming on inter-Railway transfer have to wait for sometime.
- A technical man waiting for orders is very bad. He is just like you and me.

- There should be an environment of help, motivation and assistance. Officers should not be negatively inclined.
- Efforts should be made that orders are issued on the same day. "His work is my work, His file is my file" should be the motto. It applies to everyone.
- PNMs should be held regularly. If normal PNM cannot be held, then virtual PNM should be conducted. If unions do not agree to virtual PNM, then we can have it with limited people.
- Interaction is must and PNM is very important.
- GMs, CPOs, PHoDs, DRMs all should have a positive and pro-active role. It will help the organisation to move forward and achieve targets.
- There is a need to inculcate the habit of talking to staff about their problems.
- Housekeeping and cleanliness in areas of work is also very important.

The CRB&CEO's address was followed by the Presentation by AM/HR. The main observations during the Presentation are as follows:

1. **Vaccination against COVID** • The target for 1st dose of vaccination was 100%. Most of the Railways are Railways are between 75% to 95%. RWP is only 6.84%. • Special drive may be launched to achieve 100% target.	PED(IR)
2. **Settlement Payment in COVID Death Cases** • ECR and NWR have given settlement dues in 100% COVID death cases. • Remaining Railway Zones/PUs have made payment in 90% and above cases. • 6 PUs have made 100% settlement payment. Remaining PUs to expedite.	PED(IR)
3. **Compassionate Ground Appointment in COVID Death Cases.** • CG appointments have been approved in 2360 cases i.e. 86.54%, out of these 329 are under process. • 100% appointments have been done in CLW, MCF and RWP. Remaining Railways and PUs should expedite. • Maximum cases under process pertain to NR (51) • Maximum cases yet to be processed pertain to ECoR (20).	PED(IR) EDE(N)
4. **Position of Absenteeism** • The total number of employees drawing zero salary has reduced from 15277 in June to 10641 in July end. Number of Trainees on zero salary has also come down from 9198 to 6926. • Number of employees against whom no action has been taken is 1576.	PED(IR)
5. Inter Railway Request Transfer Position • In July 2021, pending requests were 30023, new request submitted 1467, NOC received 2890, Order issued 666 and staff relieved was 397. • Out of 31539 requests, 397 staff have been relieved (i.e. 1.26%) • Railways should expedite relieving of staff.	EDE(N)
6. **Inter Division Request Transfer Position** • In July 2021, pending request i.e. Opening Balance was 12466, new request submitted 339, NOC received 737, Order issued 160, staff relieved was 131. • In case where approval and issue of NOC has been done, Railways must expedite relieving of staff. Out of 13412 total requests, 131 staff have been	EDE(N)

relieved which amounts to only 1%.	
7. **Inter Railway Mutual Transfer Position** • Need to ensure transfer of service records and LPC within 15 days. • In July 2021, pending request i.e. Opening Balance was 3973, new request submitted 1119, NOC received 1908, Order issued 1889 and staff relieved was 1594. As on July 2021, out of 5537 requests, 1594 staff have been relieved which amounts to 28.79%. • ECR and NWR have 55% and 61% pending requests. • All Railways must expedite cases where approval given and NOC is issued.	EDE(N)
8. **Status of Regular Promotion (Selection)** • In July 2021, selection due i.e. Opening Balance was 700, new selection accrued 123, selection completed 109 (13.24) and selection due 717. • 77% Selection completed during 2019-20. During July, 2021 it was 13%. • Railways should maintain calendar and conduct Selections timely.	EDE(N)
9. **Status of Regular Promotion (Suitability)** • In July 2021, suitability due i.e. Opening Balance was 1016, new suitability accrued 554, suitability completed 531 and selection due 1040. • Suitability Test completed on IR during 2019-20 was 90%. In July 2021 it was 34%. • Railways should hold the Suitability test on time.	EDE(N)
10. **Status of Regular Promotion (Trade Test)** • In July 2021, Trade Test due i.e. Opening Balance was 563, new Trade Test accrued 243, Trade Test completed 217 and Trade Test due 582. • Trade Test on IR during 2019-20 was 91%. In July 2021 it was 27%. • Railways must hold the Trade test timely.	EDE(N)
11. **GDCE** • Performance of GDCE needs to be spruced up as it is still very low. • In 2019-20 out of 176 GDCE due, only 35 were completed. In 2020-21 out of 207 GDCE due, only 14 were completed. In 2021 out of 59 GDCE due, none has been completed. • Railways should take action to conduct GDCEs timely.	EDE(N)
12. **LDCE** • The record for completion of LDCE is generally low. In 2019-2020 out of 707 LDCE due only 474 were completed, in 2020-21 out of 740 LDCE due 443 were completed. In 2021 out of 503 due 46 have been completed. • Railways need to take extra measures to notify such mechanisms of promotion to the extent feasible.	EDE(N)
13. **Absorption of Medically Decategorised** • In 2019-2020 out of 2539 medically decategorised staff 1955 staff (77%) were absorbed, in 2020-21 out of 2189 medically decategorised staff 1789 staff (82%) were absorbed. • Railways need to expedite the process of absorption of medically decategorised staff.	EDE(N) All PCPOs
14. **Position of APAR** • APARs have been completed 100% by almost all Railways except ECoR.	EDE(N)

15. **SR Transfer** • Transfer of Service Record, LPC should be done within 15 days of relieving of employees. • Of 9900 Service records due to be received, only 1352 have been received. • Of 7412 Service records due to be sent, only 2491 have been sent.	EDE(N)
16. **CGA CASES** • In 2021- 2022, total 5859 CGA cases were registered, with an opening balance of 1793 cases. • Of total cases, 4243(72%) cases are finalized and 1619 (28%) are pending. • Of 1619 pending cases, 463 (29%) cases are pending for inquiry and 81 (5%) cases are pending for referral to HQ/Rly. Board. These can be finalized quickly. • 49 cases pending for more than 1 year and 24 pending for more than 2 years.	EDE(N)
17. **Position of RRC Panel** • 63202 Level-1 vacancies were notified in February 2018 for all zonal railways and 1 PU (i.e. 295 vacancies for RWF) under CEN 02/2018. • Out of these, 59329 (93.87% of notified vacancies) candidates have been empanelled till now. Offers of appointment have been sent to 59501 candidates out of which 54661 candidates have already joined. 3459 candidates are yet to be empanelled. • Efforts should be made to fill all the notified vacancies under CEN 02/2018 as upcoming recruitment under CEN RRC 01/2019 for 103769 level-1 vacancies is likely to take some more time.	EDE(RRB)
18. **Outsourced Persons Department-wise Against Vacancies** • Out of 4733 outsourced staff engaged against vacancies, Medical department is having 2225 followed by Engineering Department i.e. 1746. • There are 39 Outsourced staff in Operating, 285 in RPF and 26 in Stores. • Effort should be made to reduce the outsourced persons.	PED(IR)
19. **Court Cases Contempt Position** • There are 794 Contempt Cases pending on the Railways. • Railways must monitor all Contempt Cases on weekly basis.	PED(IR)
20. **Updation of Manpower Data on MPP Portal** • Manpower data should be uploaded on the portal in time.	PED(IR)
21. **Sanctioned and On Roll Position (ZRs & Pus)** • There is a ban on creation of new posts by MoF. Railways which have shown increase in Sanctioned Strength during the year 2019-20 should reconcile the position.	PED(IR)
22. **Details of Claims of stipend paid to Act Apprentice settled with RDAT in last 5 years** • Recovery of stipend 64 Crore (approx) due from RDAT may be expedited.	PED(IR)
23. **Act Apprentices target/trained/uploaded on MSDE/RDAT**	PED(IR)

• Data of Act Apprentices trained should be uploaded on portal of MSDE. • The amount of stipend claimed from RDAT is pending in many Railways.	
24. **Total No. of Non-Gazetted Staff trained (Initial, promotional, Refresher, Specialised)** • Training of non-gazetted staff is MoU target. It should be monitored closely.	PED(IR)
25. **Book of Sanction (BOS) Position** • BoS gives the detailed category wise information of staff strength on Indian Railways. It is an important document that needs to be finalized timely.	PED(IR)
26. **RRB Panel Position – ALP, Technicians, JEs, Para-medical Staff** **<u>ALPs</u>** • 56 yet to get offer of appointments (includes 53 of NER recently empanelled • 1962 waiting for training that have been impacted due to Covid NR 952 ECoR 361 NCR 300 SER 209 **<u>Technicians</u>** • 78 yet to get offer of appointments NWR 44 SR 23 • 274 waiting for training NR 201 SR 29 **<u>JEs</u>** • 30 yet to get offer of appointments NFR 13 • 153 waiting for training NR 58 SER 36 WR 15 NER 13	EDE(RRB)
27. **Filling up of Reserved Posts in promotion** • Position of vacancy vis-à-vis filled-up vacancy needs to be correctedfor a few Railways. • Railways to send vacancy position as on 30.06.2021 for updation of data. • Post may be downgraded to feeder grade to fill up the vacancies.	EDE(N)

28. **D&AR CASES** • Rate of disposal of cases, in both categories is better than the rate of accrual. • Disposal of minor penalty cases is higher than the major penalty cases. • As advised by DoP&T minor penalty proceedings should be resorted to where it involve minor infringements or procedural irregularities. • 5687 Major penalty cases are pending and 1087 are over 1 year old. • Maximum active cases and over one year are on SR.	EDE
29. **E-pass** • Uses of e-pass has picked up pace. Some lagging Railways should speed up. • The facility of help desks should be extended wherever required for staff.	EDPC-II
30. **E office orders** • Uses of e-office order will facilitate the updation of data base automatically. • ZRs/PUs should use HRMS system to the maximum possible. • Any issue may be brought to the notice of Board through the nodal officer.	EDPC-II
31. **E-APAR** • In addition to uploading of APAR, the system should be used for generation of APAR for the year 2020-21.	EDPC-II
32. **ESS module** • Disposal of request of employees through ESS will motivate the employees to use HRMS modules.	EDPC-II
33.**Settlement Module** • Use of Settlement module for the retirement of July 2021 is encouraging. • A few units which are lagging should shift to E-settlement this month. • RCF, RWF and ICF have plans to shift to IPAS and on HRMS gradually.	EDPC-II
34. **Filling up of Safety category vacancies**	EDE(N)
35. **List of references received from the General Managers**	All EDs

Thereafter, PCPOs and GMs were requested to raise their issues of concern.

GM/SCR: • Most zones of Southern region face the issue of Inter Railway Transfer. The number is 5000 in SCR and over 6000 in SR. • Main categories applying for IRT are the trackmen/pointsmen/ASM/ALP and commercial staff. These are essential categories and are very much required. • The amount of money going into the infrastructure is huge. Almost 200 to 300 kilometer of network is being added in each zone. These assets need to be maintained and indents on RRC take very long time to materialize. • Local recruitment should start as far as trackmen are concerned. Out of 4000 people who join, around 2000 want to go to 4-5 States. These zones are not	EDE(N)

able to absorb those people. This problem needs to be addressed. • Department of Expenditure should be approached for permission to create posts by surrendering safety category posts. • If it is not possible to create a post, it should not be surrendered at this stage. Those posts can be used for outsourcing.	
AM/HR: Reminders have been sent to the Ministry of Finance (Deptt of Expenditure) and the matter is being followed up. Matter will be discussed with Member Infra.	
GM/ECR: • Employees want to come to ECR from all zones but everyone cannot be accommodated.	EDE(N)
GM/SCR : • If employees go on IRT, there will be vacancy. SCR wanted an official communication as to how they should do their calculation of these vacancies.	EDE(N)
AM/HR : The accepting zone has to say yes or no then only the question of relieving will arise. This data should be collected for the next meeting.	
GM/NR: • NR has 2100 employees who have requested transfer out of Ferozpur Division. If it is implemented, then there will be a serious problem in running the division. Decision of Board is required.	EDE(N)
GM/SWR: • Initial transfer period should be increased from 5 years to 10 years. • Young staff should be given a fair chance to settle down. It is all not about creating vacancies and filling them up, it is all about to make these staff willing to work with consent.	EDE(N)
GM/CLW: • There was a proposal for relaxation of induction quota of group D. • CLW wants to bring some staff from outside workshop in the age group of 35 years to 40 years. The proposal is pending in Board.	EDE(N)
GM/NER: • NER has a panel of 53 ALPs which needs to be diverted. They cannot be absorbed. • There is an issue of employing ex-servicemen for the post of Gateman. It should be resolved because there are a large number of vacancies of Gatemen. The proposal was sent to Board 2 months back and is still pending. • Transfer order of a Senior Scale officer was received and he was going to join soon. A reliever has been posted vice him but he is yet to be relieved by RE/Danapur /Patna.	EDE(N)

GM/SER: • SER is willing to accept 53 ALPs of NER as there is a huge shortage in SER. • There is also a problem of ALPs being decategorised because they are undergoing lasik surgery and no guidelines from Board are available regarding staff undergoing lasik surgery not being allowed on safety post. • PCMD has made a reference, ALP is a tough job and because of lasik surgery, staff is getting medically de-categorised. • Selection of CLI is held up because there are contradictory letters from Electrical and Establishment Dtes.	EDE(N)
AM/HR: The matter will be discussed with DG/Health.	
GM/NFR: • One panel of ALP was diverted to NFR and now there are surplus ALPs. • Due to electrification, some posts were sanctioned two years back these have not been filled yet. Board has been requested to divert shadow panel. There is no cadre for TRDs.	EDE(N)
GM/WR: • WR made a reference to Board regarding GDCE. • It is recommended that paper setting, evaluation, organizing exam etc should be done by RRB. • Once the exam is over, merit list can be given to the Railway to proceed further.	EDE(N)
GM/SR: • I-PASS module for absenteeism can be moderated because it has the ability to programme the way it requires and can pick up the absentee statement as per requirement.	EDPC-II
PCME/RWP : • There is no incumbent on the post of Dy. CPO/SPO. Shri RK Singh was posted, but he has not joined. This needs to be resolved.	JS/G
AM/HR: The matter will be sorted out soon.	

The next Performance Review Meeting will be tentatively held on 10th September 2021. The link for the new format for HR-MIS is: **http://203.176.113.183/HRMIS/home.**

All Zonal Railway/PUs are requested to populate the data in the new format for the next meeting. The Meeting ended with a Vote of Thanks.

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