भारत सरकार Government Of India
रेल मंत्रालय Ministry Of Railways
(रेलवे बोर्ड) (Railway Board)

No. 2011/CEDO/SR/15/O/Vol.I New Delhi, Dated 16th December 2013

The General Managers
All Indian Railways.

**Sub** : **Organising the resources for Track Maintenance Activities on Indian Railways - "Standing Instructions".**

**Ref** : (i) GM/NWR's D.O. letter no. CAO/C/JP/W-415, dated 15.07.13, addressed to CRB.

(ii) GM/WR's D.O. letter no. W.615/8(AKV-RAJ), dated 03.10.13 addressed to ME.

(iii) PCE/SCR's letter no. W.NG.9.3 GS/GL(Pilot), dated 16.9.11, addressed to ME.

1. In reference to above, some Railways have brought out that stipulations made in Railway Board's Circulars are coming in the way of opening of new sections, as Railways are finding it difficult to create P.Way staff as per MCNTM report. The issues, referred in terms of above-mentioned letters, have been considered by the Board (ME, FC & CRB) and clarifications have been issued to NWR and WR vide letters no. 2011/CEDO/SR/15/ O/Vol.-I, dated 04.9.13 & 20.11.13 *(copies enclosed as Annexure-2 & Annexure-3 for ready reference and guidance).*

2. In this connection, attention is drawn to Clause 4(2) of The Railway Act 1989, which reads *"The General superintendence and control of a Zonal Railway shall vest in the General Manager".*

3. With a view to ensure safety, Railway Board have issued certain norms, yardsticks and guidelines to make arrangements available at the field level for maintenance of various assets. In respect of track maintenance, these norms, yardsticks & guidelines for manpower, as are currently applicable, are in the form of MCNTM report and these were issued with Board's (ME, MS & FC) approval vide letter no. 95/CE-I/GNS/2/Vol.II/Pt.II, dated 03/06.03.2006.

4. In view of the foregoing, the responsibility of making available with the field units, all requisite arrangements including manpower through departmental staff as well as through outsourcing as per needs, for maintenance of all assets including track, so as to ensure safe running of trains, lies with the General Manager.

5. Regular exercise for working out the required strength of Trackman as per MCNTM formula, for maintenance of all running sections on the Railway, should be carried out by Zonal Railways on every 1st April jointly by PCE, FA&CAO and CPO. This will ensure zero based review, as per actual traffic and other related conditions every year. The resultant status w.r.t. total requirement of Trackman on

Zonal Railway as a whole (for surrender or creation or re-distribution) should accordingly be worked out every year in a systematic manner.

This exercise shall, thus, also serve purpose of possible redistribution on Zonal Railway and for managing the gap between 'Actual Trackmen on Roll' & 'Requirement of Total Trackmen', by a rational deployment of contractual agencies till requisite posts, as needed, are created and vacancies are filled up. This exercise should also take into account the actual mandays loss beyond what is accounted for.

6. A 'sample calculation format' for this annual exercise for working out the maintenance requirement based on MCNTM formula and shortfall, keeping in view the vacancies and for the absence of staff on duty beyond the prescribed provisions is enclosed herewith as Annexure-1.

7. Railways should also ensure that mechanism for timely filling up of vacancies is in place and vacancies are filled.

8. Sufficient funds should also be provided under revenue grants on pro-rata basis for such contractual activities.

9. It is, therefore, advised that General Managers should ensure that track maintenance activities in the field are organised through either departmental resources or through outsourcing or a combination thereof depending on the situation, so as to meet the entire requirement of track maintenance.

10. Receipt of this letter may be acknowledged.

This issues with the approval of Board (ME).

Enclosure : One Format and Two letters, as above

(आलोक कुमार) 16-12-13
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**No. 2011/CEDO/SR/15/O/Vol.I** **New Delhi, Dated 16th December 2013**

**Copy to** (i) The Chief Commissioner of Railway Safety and The Commissioners of Railway Safety, all Circles for information please.

(ii) The Pr.CEs, FA&CAOs and CPOs of all Indian Railways for information and necessary action.

**Annexure-1**

**Sample Calculations of Outsourcing, Needed for Safety Related Track Works at Various Locations on a Zonal Railway, for all sections as are in operation as of 01.04.2013 And So On**

(Note : All these figures are in respect of Trackmen only, which includes only RG component of Gateman & Keyman, this being part of Gang Strength Calculations)

| Division | Total MCNTM Requir-ement of Track-men incl. 12.5% LR | BOS of Track men | Uncovered Gap of Trackmen "MCNTM Minus BOS" | | | | | | | Uncovered Gap of Trackmen "(MCNTM Minus BOS) + (BOS Minus Men on Roll)" | | | | | | | | Total Outsour-cing to be done, in equivalent Trackmen |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | Total Gap | Identified Activities for Outsourcing to the extent currently permitted by the Zonal Railway | | | "MCNTM Minus (Identified Activities Plus BOS)" | | | Actual Track men on Roll | Shortfall "BOS Minus Trackmen on Roll" | | | Mandays lost on account of Absenteeism amongst Trackmen on Roll, for more than what can be accounted by 12.5% LR | | | | |
| | | | | Total require-ment identified for Outsou-rcing | 12.5% LR component of saving on Outsour-cing Compo-nent | To be outsou-rced after saving | Total require-ment to be Created | 12.5% LR compon-ent of saving, if not created and is needed to be Outsourced | Actual Extent of outsou-rcing after saving, if to be Outsou-rced | | Total Gap | 12.5% LR compo-nent of saving | Compo-nent of outsour-cing to be done | Actual Man-days lost in last FY as per Attend-ance Sheet | Equiva-lent Trackmen | 12.5% LR component of Men on Roll | Quantum to be Outsourced | |
| | a | b | c=(a-b) | d | e=(0.125xd) | f=(d-e) | g={a-(b+d)} | h=(0.125xg) | i=(g-h) | j | k=(b-j) | l=(0.125xk) | m=(k-l) | n | o=(n/294) | p=(0.125xj) | q=(o-p) | r=(f+i+m+q) |
| Div 1 | 5380 | 4262 | 1118 | 1114 | 139 | **975** | 4 | 1 | **3** | 3310 | 952 | 119 | **833** | 281637 | 958 | 414 | **544** | **2355** |
| Div 2 | 4410 | 3765 | 645 | 904 | 113 | **791** | -259 | -32 | **-227** | 2614 | 1151 | 144 | **1007** | 194783 | 663 | 327 | **336** | **1907** |
| Div 3 | 4111 | 3146 | 965 | 859 | 107 | **752** | 106 | 13 | **93** | 2312 | 834 | 104 | **730** | 184799 | 629 | 289 | **340** | **1915** |
| Div 4 | 1454 | 1167 | 287 | 330 | 41 | **289** | -43 | -5 | **-38** | 753 | 414 | 52 | **362** | 87412 | 297 | 94 | **203** | **816** |
| Div 5 | 1601 | 1099 | 502 | 274 | 34 | **240** | 228 | 29 | **199** | 630 | 469 | 59 | **410** | 45020 | 153 | 79 | **74** | **923** |
| Div 6 | 2638 | 1590 | 1048 | 438 | 55 | **383** | 610 | 76 | **534** | 1183 | 407 | 51 | **356** | 136447 | 464 | 148 | **316** | **1589** |
| **Total** | **19594** | **15029** | **4565** | **3919** | **489** | **3430** | **646** | **82** | **564** | **10802** | **4227** | **529** | **3698** | **930098** | **3164** | **1351** | **1813** | **9505** |
| | | | | This part 'd' may not be proposed for creation, till such time outsourcing continues for the activities, currently permitted and the extent thereof, as identified by Zonal Railways | | | This part 'g' will be created and filled up, as per extent rules. Once men are physically available, this outsourcing will be discontinued | | | Posts already exist for this part 'k'. However, these vacancies are existing for want of timely recruitments. This outsourcing will keep changing from year to year as per above actuals | | | This part 'n' will be worked out on actual basis by Zonal Railways/Divisions for the year ending on 31st March as per Musters, and got vetted from Associate Finance once every year. Column 'n' will be filled accordingly as per vetted figure. Column 'r' will change accordingly | | The above Column 'r' gives total outsourcing for the FY 2012-2013 & so on |

**Notes :**

1. The similar exercise shall be done by each Division for all the SSEs/PW (Incharges) on the Division and the above components of outsourcing, shall be distributed amongst them as per respective shortfall. The Divisional total, as shown in Column 's' for this additional outsourcing, shall not be exceeded.
2. The above statement will be worked out every year and jointly signed by Sr.DEN/Coord, Sr.DPO and Sr.DFM and action taken as per Instructions issued by Board.
3. The activities and their extent, to be permitted for outsourcing as per Column 'd' above, will be decided by respective CTEs/PCEs. So long as this outsourcing continues, the required posts for these identified activities, may not be created.

भारत सरकार Government Of India
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**Annexure-2**

No. 2011/CEDO/SR/15/O/Vol-I

New Delhi, September 04th 2013

The General Manager,
North Western Railway,
Jaipur.

**Sub : Opening of sections on North Western Railway.**

**Ref :** GM/NWR's D.O. letter no. CAO/C/JP/W-415, dated 15.07.13, addressed to CRB.

In above reference, it has been advised by NWR that section 'Sriganganagar - Hanumangarh' (66 km long), out of the total project 'Sriganganagar-Suratpura' (240.95 km long) is already completed and awaiting commissioning for want of availability of required manpower, as per Para 4.3(7) of Policy Circular No.7, in the field for asset maintenance. It has further been proposed that -*"for the part section of Sriganganagar-Hanumangarh, posts for Trackmen may be sanctioned at about 70% - 75% of MCNTM formula, so that the section can be opened immediately. The sanction of posts may be reviewed for the whole section from Sriganganagar to Suratpura before opening the complete section after two years."*

2. NWR's proposal has been considered by the Board (CRB, ME & FC). In this connection, attention is drawn to Clause 4(2) of The Railway Act 1989, which reads *"The General superintendence and control of a Zonal Railway shall vest in the General Manager".*

3. With a view to ensure safety, Railway Board have also issued certain norms, yardsticks and guidelines to make arrangements available at the field level for maintenance of various assets. In respect of track maintenance, the guidelines for manpower, as are currently applicable, were issued vide Board's letter no. 95/CE-I/GNS/2/Vol.II/Pt.II, dated 03/06.03.2006.

4. In view of the foregoing, the responsibility of making available with the field units, all requisite arrangements including manpower, for maintenance of all assets including track, so as to ensure safe running of trains, lies with the General Manager. It is expected that all these aspects have been duly taken into account by North Western Railway, while sending the proposal reproduced in Para-1 above.

5. In this background, NWR's proposal for opening of section Sriganganagar-Hanumangarh, as per Para-1 above, is agreed to by the Board. Necessary papers may be submitted to the Commissioner, Railway Safety under the signatures of General Manager.

This issues with the approval of Board (ME).

04/09/13

(आलोक कुमार)
कार्यकारी निदेशक/सिविल इंजीनियरिंग(जी)/रेलवे बोर्ड

**Annexure-3**

भारत सरकार Government Of India
रेल मंत्रालय Ministry Of Railways
(रेलवे बोर्ड) (Railway Board)

No. 2011/CEDO/SR/15/O/Vol-I

New Delhi, 20th November 2013

**The General Manager,**
Western Railway,
Mumbai.

**Sub : Opening of new section, i.e. Ankaleshwar-Rajpipla, on Western Railway.**

Ref : (i) GM/WR's D.O. letter no. W.615/8(AKV-RAJ), dated 03.10.13 addressed to ME.
(ii) WR's letters no. W.615/8(AKV-RAJ)(W-2), dated 19.3.13 & 11.07.13.

In above reference, it has been advised by Western Railway that section 'Ankaleshwar - Rajpipla' (62.89 km long), is ready for commissioning after gauge conversion from NG to BG. It has been further mentioned by WR that - *"this section is an isolated non-electrified section and only few passenger trains will be run. Because of very less traffic, the track will require less maintenance. It is, therefore, proposed that line may be opened by deploying minimum possible staff."*

2. With a view to ensure safety, Railway Board have issued certain norms, yardsticks and guidelines to make arrangements available at the field level for maintenance of various assets. In respect of track maintenance, the guidelines for manpower, as are currently applicable, were issued vide Board's letter no. 95/CE-I/GNS/2/Vol.II/Pt.II, dated 03/06.03.2006.

3. WR's proposal has been considered by the Board (CRB & ME). In this connection, attention is drawn to Clause 4(2) of The Railway Act 1989, which reads *"The General superintendence and control of a Zonal Railway shall vest in the General Manager".*

4. In view of the foregoing, the responsibility of making available with the field units, all requisite arrangements including manpower, for maintenance of all assets including track, so as to ensure safe running of trains, lies with the General Manager. It is expected that all these aspects have been duly taken into account by Western Railway, while sending the proposal reproduced in Para-1 above.

5. In this background, Western Railway's proposal for opening of section 'Ankaleshwar - Rajpipla', as per Para-1 above, is agreed to by the Board. Necessary papers may be submitted to the Commissioner, Railway Safety under the signatures of General Manager.

This issues with the approval of Board (ME).

20/11/13

(आलोक कुमार)
कार्यकारी निदेशक/सिविल इंजीनियरिंग(जी)/रेलवे बोर्ड