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106

GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)

RBE.No. 140/2001

No.E(MPP)2000/1/11/Pt. New Delhi, dated 18.07.2001

The General Managers/OSDs
All Indian Railways & Production Units

Metro Railway/Kolkata
CORE/Allahabad.
DG/RDSO/Lucknow

CAO/COFMOW/New Delhi.

Sub:- Rightsizing Indian Railways

Ref:- Board(MS) DO letter of even number dated 4.1.2001 to all GMs

Kindly refer Board's letter of even number dated 11.8.2000 advising therein control on annual "intake " of staff in various Departments in the Zonal Railways/Units with the objective of rightsizing the manpower strength of Indian Railways.

2. During interactions with the Zonal Railways and Staff Federations at various levels/during formal meetings, some doubts about the interpretation of the provisions of the above letter have been expressed. The clarification issued vide Board(MS)'s D.O. of even number dated 4.1.2001 is reproduced below with further amplifications:-

2.1 Annual intake levels have been fixed Department-wise and not Division/Unit-wise.

2.2 The intake has to be calculated as specified percentage of Men on Roll at the beginning of the year and not on the sanctioned strength of the concerned Department.

2.3 Annual intake as percentage of Men on Roll (MoR) in any Department of Zonal Railways/Units/Division has to be taken as total annual intake for that Department of the unit/etc. for

all categories/Groups of staff in the Department. Within the overall ceiling, the percentage intake in different categories/Groups of staff can be adjusted. Similarly, interdivisional/Units adjustment is possible in any department within the overall ceiling for the Zonal Railways within the power of GMs, keeping in view special conditions prevalent in certain areas. In terms of para (e) of the instructions issued vide Board's letter of even number dated 11.8.2000, inter-zonal adjustment in a department is also possible with the approval of concerned Board Member within the ceiling of the overall intake for that department on all Indian Railway basis.

Thus, if the Departmental strength (MoR) on IR basis is 4 lakhs, then the annual intake @ 1% will be 4000, which stands distributed to Railways/Units in proportion to their MoR down up to Division/Units. However, within the above overall ceiling of annual intake in the Department, inter-zonal adjustments by the Board Member & inter-divisional adjustment by the GM can be done. After the level of annual intake in the department is decided in number, the PHOD/Branch Officer may decide the intake levels in various essential categories based on specific requirements.

2.4 It follows from the above that the intake into the non-core areas & such other areas where surpluses are likely to be generated in near future due to technological & other changes, should be avoided. The intake should normally be restricted to essential core areas only. Even in core areas, the provision of staff should be based on the Benchmarking of staff productivity with respect to other Units/Division/ Railway i.e. gradually bringing the staff productivity in the concerned unit to the best in the class achieved elsewhere.

2.5 There are various non-core activities in Railway Workshops which need to be phased out and the staff rendered surplus in non-core/non-essential areas should be redeployed promptly after retraining before resorting to open market recruitment through RRB/etc. In this connection, instruction issued vide letter No.E(MPP)99/1/75 dated 28.11.2000 on "Redeployment of Surplus Staff" may be followed.

2.6 Based on the data collected from the Railways on annual intake during 1993-96, it is seen that on an average the annual intake level was about 1.1% of the staff strength (about 17,500 per year consisting of about 8000 from RRBs,

(101)

6000 through compassionate appointments and balance from other sources). While Railways have been able to manage with 1.1% of the MoR as annual intake including compassionate appointments in last 7 to 8 years, the annual intake permitted vide circular date 11.8.2000 is higher than the level being maintained so far.

2.7 There is no ban on compassionate appointments. While the compassionate appointments made against essential posts will be in addition to the percentage intake permitted for the Department, the compassionate appointments done against non-essential categories will be counted against the percentage intake (say 1%) allowed for the department in a Railway.

2.8 Intake of staff against the new assets created during the year as per para (c) of the instructions dated 11.8.2000 will also be in addition to the percentage intake for the department.

2.9 Special Recruitment Drive for SC/ST will be counted against percentage intake allowed for the department in a railway.

2.10 No category of staff/Department/Unit is exempted from the purview of rightsizing.

2.11 It may be noted that para 2.1 and 2.3 above will not apply to PUs since, as per item (b) of letter of even number dated 11.8.2000, the annual intake for PUs has been fixed Unit-wise at 0.5% of the Men on Roll in the PU as a whole and not department-wise.

3. CPOs are directed to monitor the levels of intake in various departments in their Railway/Units periodically to ensure that these do not exceed the levels permitted as per the instructions dated 11.8.2000. It is imperative that along with the monitoring of intake level, the redeployment of surplus staff and phasing out of non-core/non-essential activities are also monitored periodically.

This disposes of CME(NR)'s D.O. letter No.141-M/TNA/MPP/TC-Pt.V G dated 14.2.2001 and RDSO's letter No.E-I/MPP/Statt. Dated 15.2.2001

(Hukam Singh)
Director(Manpower Planning)
Railway Board.

No.E(MPP)2000/1/11/Pt. New Delhi, dated 18.07.2001

Copy to:-

1. The General Secretary, NFIR, 3 Chelmsford Road, New Delhi for information with 35 spares.
2. The General Secretary, AIRF, 4 State Entry Road, New Delhi for information with 35 spares.
3. The Secretary General, FROA, R.No.256-A, Rail Bhawan, New Delhi for information with 20 spares.
4. The Secretary General, IRPOF, R.No.268, Rail Bhawan, New Delhi for information with 20 spares.
5. All Members, Departmental Council and National Council and Secretary Staff Side National Council, 13-C, Ferozeshah Road, New Delhi(80 spares)

For Secretary/Railway Board.

Copy to:- Sr.PPS/MS
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