

खण्ड 'ए' सामान्य / कॉमन
Part 'A' General/Comman

1. स्टॉक आइटम व नॉन-स्टॉक आइटम की व्याख्या करें। एक नए आइटम को स्टॉक आइटम के रूप में बनाने की प्रक्रिया का उल्लेख करें।

Define Stock items non Stock items. Narrate the procedure of making a new item as a Stock item.

Stock items	Non stock items
<p>These are generally those items of the stores having regular turn over caused by constant demands by the user and are stocked in stores depots. Genrally these items are recoupled on the basis of an annual review conducted on a time table basis,taking up different groups of items in different months thus spreading the work around</p> <p>These item have price list number and regular purchase</p>	<p>These are the items,which are not stocked and are not required regularly>for the pupose of purchase of non stock items the indenter shall submit the requisition is standard form.this include detailed specification of the demande material>the requirement of a non stock item costing more than 40000 shall be got vetted by the associative finance and shall have the approval of the competent authority as per delegation of powers</p> <p>These items does not have PL no. resume occasionally</p>

Procedure for making stock item-

If there are regularly consumption of non stock items in a year,these items can be stocked. the proposal for making non stock item to stock item consumption of last three years are taken in account and proposed annual consumption (AAC) with proper justification is made.the proposal is proposed by progress office in the workshop and by depot incharge in division and signed by competent authority and vetted by associate finance.The proposal is send to COS office for stocking the item is stocked & new Pl no of the items is allotted and in COS office.After stocking regular purchase as per AAC is done by COS /Dy COS office.

2. कार्य घंटे विनियम की संक्षिप्त व्याख्या करें व कार्य घंटे विनियम के अनुसार स्टाफ के कौन-कौन से वर्ग होते हैं? रनिंग स्टाफ के लिए ओवरटाइम की गणना कैसे की जाती है, यह समझाएं।

Briefly describe Hours of Employment Regulation (HOER) and what are the different categories of Staff as per HOER? Explain how the overtime is calculated for Running Staff.

Explain briefly the main features of hours of employment regulations?

It owes its origin to Washington and Geneva Conventions and was implemented on Indian Railways w.e.f. 1931. Its main objective is to facilitate and regulate working hours and periodic rests. It is applicable to all non gazetted railway employees including

casual labours and substitutes but not those being governed by Factory act, Mines act, Minimum Wages act and Merchant shipping act.

Classification: Railway servants governed under HOER are classified as under.

Intensive:

The employment of a railway servant is said to be intensive when declared to be so by the prescribed authority because of its strenuous nature involving continued concentration or hard manual labour with little or no period of relaxation. Periods of rest, inaction or relaxation do not aggregate 6 hours or more in a cycle of 24 hours. In a shift of 8 hours, one does not get period of inaction, rest or relaxation of at least one hour in the aggregate.

Categories of staff: Telephone operators, section controllers, wireless operators etc..

Essentially Intermittent:

A railway servant is said to be essentially intermittent when declared to be so by the prescribed authority on the ground that the daily hours of duty of the railway servant normally include period of inaction aggregating 6 hours or more (including at least, one such period of not less than one hour or two such periods of not less than half an hour each) during which the railway servant may be on duty but is not called upon to display either physical activity or sustained attention.

Categories of staff: waitingroom bearers, sweepers, 'C' Class gatemen, caretakers of rest houses and reservoirs, saloon attendants etc..

Excluded:

The employment of a railway servant is said to be excluded if he belongs to one of the following categories.

- i) Staff employed in a confidential capacity.
- ii) Armed guards or other personnel subject to that of the armed police forces.
- iii) Staff of railway schools imparting technical training or academic education.
- iv) Staff classed as supervisory.

Categories of staff: Of health and medical department; confidential Assts, security forces staff, school teachers, supervisory staff, matrons, and sisters in charge etc..

Such staff having O.T. entitlements but placed in scales relating to supervisory categories need not automatically be ineligible for O.T. Such cases may be examined in consultation with F.A & C.A.O. But O.T. should not be paid where the duties reveal supervisory functions.

Continuous:

Staffs who is not classified as intensive, essentially intermittent or excluded comes under this category.

Categories of staff: Stenos, typists, non-supervisory clerks, guards, drivers and ASMs, parcel clerks, who have not been declared otherwise.

Definitions:

- . Roster means documents showing duration of hours of employment and period of rest.
- . Interval means the period during which a railway servant is free to leave the place of work. This is a break between 2 or more periods of duty.
- . Periodic rest is a rest granted each week commencing from Sunday. It does not included permission to leave station.

- . Period of inaction is a period during which employee must remain on duty at his place of work though not displaying any physical activity or sustained attention.
- . Long On is a long period of duty over 8, 10 and 12 hours in case of intensive, continuous and E.I. workers respectively.
- . Short off is a period of rest which is short of 12, 10 and 8 hours incase of intensive, continuous and E.I. workers respectively. This should be avoided in roster.
- . Split shift is a shift of duty punctuated by brake (interval) during which Rly servant can leave the post of duty.
- . Night duty means any part of duty falling between 22.00 hours and 06.00 hours. Continuous night duty should be avoided. Such staff should be made to alternate with staff in day duty. If this is not possible they should be transferred out after one or two years to a place where there is no night duty even though they may be willing to work night duty. Sustained attention implies mental effort.

Chart showing weekly working hours & periodic rest of each category

Classification	R/Hrs	P&C	S/Hrs	Weekly Rest	Avg Period
Intensive	42	3	45	30	14 days
E.I.	72	3	75	24 withen one	7
				full night	
	60	4.5	64.5do.....	7
Continuous	48	6	54	24 hrs	14 days
Excluded	---	----	---	48 a month or 24 a fortnight	----

One is entitled for overtime @ 1 ½ times the pay per hour if work beyond rostered hours up to statutory hours and entitled for twice the rate per hour if works beyond statutory hours.

3. अनुशासन व अपील नियम, 1968 के अनुसार लघु व दीर्घ शास्ति के दण्ड का वर्णन करें। लघु दण्ड आरोपित करने की प्रक्रिया का उल्लेख करें।

Enumerate Minor and Major penalties as per DAR, 1968. Describe the procedure for imposing minor penalty.

Major & Minor Penalties

D&AR rules come into force on the 1st day of October, 1968.

Application :

These rules shall apply to every Railway servant but shall not apply to-

- a) Any member of the All – India Services.
- b) Any member of the Railway Protection Force.
- c) The president may by order, exclude any class of Railway servants from the operation of all or any of these rules.

The Following penalties for good and sufficient reasons and as provided in Rule 6 of the DAR Rules, be imposed on a Railway servant for violation of conduct rules, found guilty of any act / omission or loss to Railway property/Image.

Minor Penalties :-

- i) Censure

- ii) With holding of his promotion for specified period.
- iii) Recovery from his pay of the whole or part of any pecuniary loss caused by him to the government or Railway Administration by negligence or breach of orders.
 - a) with holding of privilege pass, PTO or both for specified period.
 - b) Reduction to lower stage in the time scale of pay by one stage for a period not exceeding three years without cumulative effect and not adversely affecting pension.
- iv) Withholding of increments of pay for a specified period with further directions as to whether on the expiry of such period will or will not have the effect of postponing the future increments of his pay.

Major Penalties :-

- v) Reduction to a lower stage in the time-scale of pay for a specified period with further directions as to whether on the expiry of such period, the reduction will or will not have the effect of postponing the future increments of his pay.
- vi) Reduction to a lower time-scale of pay, grade, post or service, with or without further directions regarding conditions of restoration to the grade or post or service from which the Railway servant was reduced and his seniority and pay on such restoration to that grade, post or service.
- vii) Compulsory retirement.
- viii) Removal from service which shall not be disqualification for future employment under the government or Railway Administration.

Dismissal from service which shall ordinarily be a disqualification for future employment under the government or Railway Administration benefits.

Procedure to Impose Minor Penalties: An employee is issued SF-11, i.e. Charge sheet for misconduct/misbehaviour, the employee is required to submit written statement within a 10 days. On receipt of the charge sheet employee will give written statement/explanation, charge impose, on receipt of statement/explanation of charge employee the disciplinary authority will

See the statement he can either impose the punishment, or close the case if satisfied, or order an enquiry to be conducted in the case.

In some of the conditions, even if a minor penalty is imposed, it is necessary to hold the enquiry. If an enquiry is conducted, the employee is to be given a copy of the enquiry report to give his defense, if any, before finalization of DAR case.

On conclusion of the case, if a penalty is imposed upon an employee, notice of imposition of penalty is issued. To employ. that DA found him guilty and reason for the same is also recorded and impose the penalty. An entry to this effect is made in the service book of employee. Employee can appeal with 45 days after receipt of penalty to appellate authority

4. भारतीय रेलवे में कल्याण विभाग के कार्य का वर्णन करें। रेल प्रशासन द्वारा कर्मचारियों के कल्याण के लिए क्या विभिन्न योजनाएँ हैं? उनका वर्णन करें।

Describe briefly about the welfare organization functioning on Indian Railways. Discuss in detail various measures adopted by Railway Administration for the welfare of its employees.

Answer :-

Welfare means anything done for the intellectual, physical, moral and economic upliftment of the workers by the employer of the Government.

A Welfare Organization functions on each Rly, to oversee the welfare of the Staff. The Chief Personal Officer is head of this Organization.

In the Division/Workshops, the DRM/CWM etc are in charge of the organization, assisted by the Divisional Personal Officer, Assistant Personal Officers and Welfare Inspectors. The Welfare Inspectors have been assigned various duties such as:-

- To maintain direct contact with the staff and try to settle their day to day grievances.
- To inspect stations, subordinate offices and sheds to see proper maintenance of registers, such as attendance register, over time registers, increment registers and classification chart etc.
- To inspect Workshops and check that provisions with regard to health, hygiene, safety, layout, over-crowding, drinking and washing facilities, lavatories and urinals, rest shed and Tiffin rooms etc.
- To survey, organize and supervise various welfare and recreational activities.
- To organize and watch the activities of staff councils, wherever existing.
- To assist the employees in claiming and obtaining payment of their due wages and allowances including overtime allowance, gratuity, P.F. compensation under W.C. Act etc.
- To visit periodically local residential places of staff and take steps to improve cases of bad sanitation, repair of quarters, etc.
- To study the needs of individual employee with a view to encourage them to keep out of debt and to acquaint them with the procedure for obtaining loans from Funds, if any.
- To assist the employee who are in need of medical facilities for themselves and their families
- To arrange shows, exhibitions and propaganda lectures etc, for the various welfare schemes as and when necessary.

Following are the Welfare Schemes introduced for the upliftment of Railway Staff:-

1. School Facility and Educational Assistance
2. Scholarship for Technical Education
3. Uniforms for Children studying in Primary Schools
4. Social and Cultural Schemes
5. Children's Camp
6. Educational Tour for Industrial Workers
7. Holiday Homes
8. Trips to popular holiday resorts
9. Quarters
10. Canteen Facilities
11. Handcraft Centre
12. Co-operative Societies
13. Mobile Libraries
14. Medical Facilities
15. Staff Benift Fund
16. Railway's institute & clubs
17. Pass & PTO

18. Compasenate ground recruitment

19.

5. रेलवे कर्मचारी को सेवानिवृत्त के बाद विभिन्न प्रकार की कल्याण योजनाओं का वर्णन करें।

Describe the different types of Welfare benefits after retirement of Railway employee?

ANS 1:- railway employees on retirement are entitled to the following type of Welfare benefits:-

1. **Superannuation pension-** This is paid to employees when they attend the age of Superannuation that is the area of retirement.
 2. **Provident Fund-** At the time of retirement person will get his P.F. wich was credit from his
Payment with interest.
 3. **Retirement Gratuity-** Employee will found 16½ month gratuity at the time of his retirement.
 4. **Commutation of pension-** At the time of retirement person can commute his pension up to
40% of his pension.
 5. **GIS-** At the time of retirement person will get his Group Insurance skeam money wich was
He deposit in his service periode.
 6. **Leave Encashment -** At the time of retirement person can incash his leave (LAP)up to 300 day`s & if there is diposite less then 300 LAP then LHAP can be utlised in place of less leave.
 7. **Composite Transfer Grant –** To settle down at places other then the last station of their duty located at a distance of or more then 20 Kms, Composite Transfer Grant will be granted.
 8. **Post-Retirement Passes –** An employee who has retired from service and who was eligible for passes while in service may be granted passes for himself and his family. Group D employee is eligible for passes for self and wife only.The class of the pass to be given would be the class he was enjoying while in service.
 9. **Gold Pleted Silver Medal –** Now days Gold Pleted Silver Medal gives to an employee at the Time of his retirement.
 10. **Medical Facilities –** An Employee can get Medical Facilities after paying his one month pay during retirement.
 11. **Holiday Homes-** A retired employee can avale Holiday Homes faciletie.
 12. **Rest House –** Only retired officer can avale Rest House faciletie.
6. छोटी शास्ति अधिरोपित करने के लिए अपनाई जाने वाली प्रक्रिया का वर्णन कीजिए।
- Describe the procedure for imposing minor penalty.**
- Procedure to Impose Minor Penalties:**

Procedure to Impose Minor Penalties: An employee is issued SF-11, i.e. Charge sheet for misconduct/misbehaviour, the employee is required to submit written statement within a 10 days. On receipt of the charge sheet, employee will give written statement/explanation, charge impose, on receipt of statement/explanation of charge employee the disciplinary authority will

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On conclusion of the case, if a penalty is imposed upon an employee, notice of imposition of penalty is issued. To employ. that DA found him guilty and reason for the same is also recorded and impose the penalty. An entry to this effect is made in the service book of employee. Employee can appeal with 45 days after receipt of penalty to appellate authority

7. बड़ी शास्ति के अंतर्गत जाँच करने की प्रक्रिया का वर्णन कीजिए।

Describe the procedure of enquiry of under major penalty.

Q-4 Describe the procedure of enquiry of under major penalty ?

Ans- (i) On receipt of the written statement of defence the disciplinary authority shall consider the same and decide whether the inquiry should be proceeded.

(ii) Disciplinary authority decides to proceed the inquiry it may itself inquire into such of the articles of charge as are not admitted or appoint Inquiry officer for the purpose.

(iii) Where all the articles of charge have been admitted by the Railway servant in his written statement of defence, the disciplinary authority shall record its findings on each charge, after taking such further evidence as it may think fit and shall act in the manner laid down in rule 10.

Where the disciplinary authority itself inquires into an article of charge or appoints enquiry officer for holding an inquiry into such charge, it may, by an order in writing, appoint a railway or any other Government servant to be known as Presenting Officer to present on its behalf the case in support of the articles of charge.

- After receipt of all the documents within 10 days the enquiry officer will fix date of Preliminary Hearing.
- On Preliminary Hearing the charges will be presented to Railway Servant and will be asked whether charges are understood & accepted..
- The enquiry will be held only on the charges denied by the Railway servant.
- On receipt or reply Railway Servant will be asked to produce Name of ARE.
- ARE may be working/Retired Railway employee but not legal practitioner.
- In case the Railway Servant or his DH have not inspected any or all the relied upon documents earlier, they may be inspect the same and take their extracts.
- Only relied upon document relevant of charge can be demanded only.
- The IO may permit or not permit to supply the additional. Documents as per relevancy of the documents with the charges.

- In vigilance / CBI cases, some documents like report of VI/CBI Inspector, advice of CVC etc may be refused by IO to supply to CO. Similarly the access to the files dealing with Disciplinary case may be refused to be supplied.
 - Decide the relevance of additional documents quickly and in case of doubt, permit additional documents.
 - Send notices through registered post/in person giving adequate time for the communication to reach all concerned.
 - In case of presenting is nominated in the enquiry he will do the following work
 - - Presenting the case of prosecution
 - - Arranging prosecution witnesses
 - - Examining/Re-examining Prosecution Witnesses (PWs)
 - - Cross-examining Defence Witnesses
 - - Submitting PO brief
 - PO is also a link between the IO and DA and he can be used for –
 - - Arranging additional documents
 - - Arranging witnesses, who do not respond to normal calls
 - - Disposal of CO's representation
 - - Arrangement for quick communication in case of change of date/venue
 - In regular enquiry prosecution witness is called for examination by PO/EO, cross-examined by ARE/CO, Re-examination by PO/EO and recross examined by ARE/CO if any.
 - Call defence witness examined by ARE/CO, Cross-examined by PO/EO, re-examined by ARE/CO re-cross examined by EO/CO if any.
 - General Examination/Cross Examination of CO.
 - Brief note will be submitted by PO/EO giving all detail and fact during enquiry.
 - EO will submit the brief to PO for his comment with in 15 days of receipt.
 - CO will submit the comment on brief of the case considering fact in the enquiry and points raised by PO in his brief note with the help of ARE or himself.
 - Enquiry officer after receipt of brief of CO will care fully read the comment on each charge and point and Enquiry Officer will make his own finding on the basis of record available and fact during the enquiry.
 - EO will submit the report to Disciplinary Authority with comment on each charge whether charge are proved or not proved. EO will remain his findings with in the charge and available on the record, EO will not guide the penalty of the case.
 - On receipt of enquiry report Disciplinary Authority will read the case carefully and consider the case may be dropped, another enquiry may be ordered if not satisfied with finding or impose penalty as gravity of the case may be.
8. भारतीय रेल में आपदा प्रबंधन की क्या प्रणाली अपनायी जाती है, आपदा प्रबंधन में किन कमियों के कारण जनता द्वारा आलोचना की जाती है, इस प्रणाली को सुधार करने के लिए अपनी सुझाव दें ?

What is the prevalent disaster management system in Indian Railway? What are its shortcomings calling for public criticism? Give your suggestions to improve the system.

Ans:- Disasters on Railways may be due to railway accidents or due to natural causes such as earthquakes, cyclones and floods and some manmade causes such as fires, industrial accidents, bomb explosions etc. These disasters have the potential to cause extensive damage to life and property and adversely impact society at large.

The Railway is a highly structured organization with a clear chain of command, effective communication channels and a time-tested pattern of working. Indian Railways have always had a very extensive system for ensuring safety of train operations. Railways also have a time-tested system of response to situations arising out of railway accidents. The rescue and relief system has all along been based on the Accident Relief Medical Equipment Train (ARME) and the Accident Relief Train (ART). Some of the major train accidents in recent years involving heavy casualties have underscored the need for a re-look at the prevailing Disaster Management System on the Indian Railways. In many countries, in the unfortunate event of a railway accident, relief and rescue work is not spearheaded by the Railway organization, but by the civil authorities, as in the case in road accidents/other disasters. The role of the Railway systems in these countries is restricted to clearing the track and restoring traffic after the rescue work is over. In India, however, Railways have been historically handling rescue and relief operations in railway accidents, and therefore Indian Railways has to rise to the expectations of the public.

Due to higher aspiration of public from Indian Railway, even minor short coming call for the public criticism. following short coming lead to public criticism.

- (a) Non availability of information regarding trains position at the time of accident.
- (b) Non availability of correct information regarding injured and dead passengers.
- (c) In proper facilities for further movement of stranded Passengers.
- (d) In proper disposal of dead body and medical help to other injured passengers.
- (e) Delay in rescue operations.
- (f) In proper handling of public grievances.
- (g) In proper handling of luggage of passengers.
- (h) Untimely distribution of compensation money

Following system improvements is suggested for avoiding/ public criticism.

- (a) injured passengers should be given highest priority for medical help.
- (b) Maximum efforts should be made to follow the ***golden hour*** rule to save the life of highly injured passengers.
- (c) At present, at the time of accident first responders are near by available villagers and train passengers.
- (d) A wide coverage of NGO education and involvements should be initiated.
- (e) Disaster Management Plan issues by divisions should be given wide publicity and frequent mock drills should be conducted.
- (f) Disaster Management Training should be given to all frontline department supervisor and staff.
- (g) Special emphasis should be given for flow of correct in timely information to effected passengers and there relatives.
- (h) Wide media coverage regarding the incident and on above points should be given.

9. किसी संगठन के लिए अनुशासन क्यों आवश्यक है। कार्य से संबंधित अधिकतर सामान्य समस्याएँ क्या है। अनुशासन को किस प्रकार लागू किया जा सकता है, संक्षेप में वर्णन करें।

Why discipline is necessary for a organization? What are the major common problems related to work. Describe in brief. How discipline can implimented.

The control function provide supervisor with opportunity to improve system on a continuous basis .emphasis on coaching and counselling can prevent discipline problem for example poor performance due to low ability or inadequate training, learning problems, drug and alcohol dependency, physical or mental illness, marginal health, or disability respond much better to coaching and counselling than to punitive measure. However, disciplinary action as a behavioural control technique is necessary when self discipline brakes down. Effective discipline can eliminate ineffective employee behaviour. An employee should be disciplined when he/she chooses to break the rules or is not willing to perform the job to standards.

Discipline is corrective actions taken by a supervisor when an employee does not abide by organisational rules and standards.

Disciplinary problems:-

Common categories of disciplinary problems are attendance, poor performance or misconduct. Attendance problems include unexcused absence, chronic absenteeism, unexcused or excessive tardiness. And leaving without permission. Poor performance includes failure to complete work assignments producing sub standards products or services and failure to meet established production requirements. Misconduct production requirement misconduct includes theft falsifying employment application wilfully damaging organisational property punching another employee's time card and falsifying work records.

On the job problem behaviours

- Intoxication
- Insubordination
- Smoking
- Fighting
- Gambling
- Carelessness
- Sexual harassment
- Failure to use safety devices
- Failure to report injuries
- Sleeping
- Possession of narcotics and alcohol
- Posses of weapons
- Theft

Progressive discipline

Disciplinary treatment in most organisations is progressive, whereby the organisation attempts to correct the employee's behaviour by imposing increasingly severe penalties for each in fraction. Following approaches are used in railways.

1. Verbal warning
2. Written warning
3. Transfer from the seat/ place

4. Minor penalty chargesheet, censure, withdrawal of PTO, passes, WIT, reduction of stage in same grade, etc.
5. Major penalty charge sheet-WIT with cumulative effect, WIP, reduction in grade, removal, termination. Etc.
6. Employees accept fare, equitable, consistent discipline. Positive, progressive hot stove approaches work best. The hot stove rule is a set of principle that guide effective disciplining

Immediacy the more quickly the discipline follows the offence, the more likely the discipline will be associated with the offence rather than with the dispenser of discipline.

Warning it is more likely that disciplinary action will be interpret as fair when employees receive clear warning that a given violation will lead to a known discipline.

Consistency fair treatment demands that disciplinary action be consistent

Impersonal nature penalties should be connected to the behaviour (violation) and not to the personalities (person) of the violator

Disciplinary action

Before conducting a discipline discussion, supervisor should be able to :

- Describe the incident by answering: who? What? When? How? Where? Witnesses? Why?
- Refer to the policy or procedure that was violated
- Determine whether the employee was previously notified of the correct operating procedure and be able to provide documentation, if it exists.
- Know whether the employee has been discipline d previously
- Provide documentation of verbal counselling, if possible.
- Determine whether other employees have violated the same policies/ procedure and what discipline , if any , they received

In discipline discussion with an employee, one must point out the unsatisfactory behaviour, explains the need for and purpose of the rule or practise that is being violated, and expresses confidence in the employee's willingness and ability to make the necessary changes in behaviour.

during a discipline discussion one should be objective in reviewing the situation and give the employee specific example of the behaviour that is causing the problem .The employee should be allowed an opportunity to present his/her own case . It should be made sure that employee has the clear understanding of the consequences of his/her behaviour.

Discipline discussion:-

1. Explain specifically what you have observed and why the behaviour cannot continue
2. Request and listen actively to the employees reason for the behaviour
3. Ask the employee for ideas on changing the problem behaviour and offer your help.

4. Come to an agreement on specific actions steps to be taken by each party.
5. Schedule of the follow of meeting to check whether the problem has been resolved
6. Document meeting, noting date, content action step agreed upon, and time tables for implementing them.

The steps one should follow for the discipline without punishment are :

Step1: identify the performance problems: - establish exactly what the performance expectations is and especially how the employee is failing to meet it.

Step 2: Analyze the problem: - determine the impact of the problem. How is the performance problem adversely affecting the quality and quantity of the work, other employee, customers, and the organization as a whole? Identify the consequences that the individual will face if the employee decides not to correct the situation. Determine the appreciate action step.

Step 3: discuss discipline with the employee gain the employee's agreement to solve the problem. Discuss alternative solution and decide on specific action the employee will take. Communicate positive expectation or change

Step 4 : document the problem describe the problem with the facts and specifics. Describe the history of the problem. Describe the discussion to include the employee's agreement to change.

Step5: follow up: - determine if the problem has been solved. Reinforce improvement. Take required action if the problem has not been solved.

Appeal of disciplinary action:

People work together best in an atmosphere where they are valued as individuals and recognised as key member of the organisation. Officers / supervisors must ensure that policies and procedure are administered uniformly and followed judiciously by treating employees fairly and consistently. Fair, efficient, equitable solutions for problems arise out of the employment relationship.

Employees may disagree with the supervisor and submit grievance. **Grievances are** an informal approach to resolving conflicts. Grievance subject matter might include wages, work, working condition, performance, evaluation, merit rises, job assignment, re- remands, rules, regulations and policies. **The grievance procedure** is a conflict resolution method available to employees.

Grievance procedure:

Informal step: orally present facts to supervisor

Formal step: put grievance in writing to next level of management if supervisor does not satisfactorily resolve grievance.

10. याँत्रिक विभाग के अंतर्गत खर्च करने के लिए विभिन्न प्रकार के हेड में बजट ग्रांट क्या है। खर्च को कम करने के लिए आप क्या कदम उठायेंगे।

What is budget grant for different types of head under Mechanical department expenditure ? What steps you have been taken to minimize the expenditure.

Diesel shed

Demands under which it would spend money would be ...

Demand 05 – salaries material etc for maintenance of diesel locomotives

Demand 07 – repairs and maintenance cost of machinery and plants (including 140tonn cranes as these are treated as vital machinery and not as roiling stock).the salary, material etc used on these cranes should be charged to demand 07.

Demand 08 – operating expenses of a diesel shed include the loco foreman’s office, salary of his staff (shunters, point’s man, diesel shed control office staff etc) as these are requirements of railway operation and not maintenance of locomotives in the shed. The locomotives in the shed can be maintained without any of these staff it is for sending the locomotives out for running trains and bringing them back from operation that these staffs is functioning, so they are operating staff. Uniform, material etc consumed by these staff (kerosene for lamps, batteries, shoes, courts, uniform, stationary, etc amount to a huge sum.) should also be charged to this demand.

Demand 10 - fuel cost, these are normally determined by HQ (the order as well as periodic distribution is closely monitored by HQ). This covers the cost for diesel locomotives (also electricity for electric locomotives, for coal for steam locomotives)

Demand 12 – (minor head 500 cost of training of staff) applicable to those diesel sheds which have a training school attached , this includes the amount paid to apprentices as stipend, salaries of staff deployed in training etc. Training equipment for training school can also be bought under this demand.

Under demand 05, the various minor heads are as follow....

dd-hhh	Description
05-100	Establishment in offices
05-200	Steam locomotives
05-300	Diesel locomotive
05-500	Electric locomotive
05-600	Rail cars , ferry steamers and other maintenance expenses
05-900	Credits or recoveries

C&W depot

Demands under which it would spend money would be...

Demand 06 – salaries, material etc for maintenance of C&W depots and workshop

Demand 07 – repairs and maintenance cost of machinery and plants. and workshop

Demand 08 – operating expenses of a C&W depot include salary of train duty staff, brake block, etc.

dd-hhh	Description
06-100	Establishment in offices
06-200	Coaching stock
06-300	Freight stock
06-400	EMU coaches
06-500	Electrical general services-train lighting and air conditioned
06-600	Misc repairs and maintenance expenses
06-700	DMU coaches

06-900	Credits and recoveries
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- To minimize the expenditure will be taken
- Check maintenance cost
- Reduce breakdown time
- Reduce repair cycle\Reduce overhead expenditure
- Reduce TA and conveyance allowance
- Reduce IOD/sick
- Controll staff Absentism
- Control enery conservation
- Use of natural resources
- Upgradation of skill
- Adopt new techniques.

11.आपकी यूनिट में भ्रष्टाचार को नियंत्रित करने के लिए आपकी क्या एक्शन प्लान होगी?

What will be action plan in your unit to control corruption?

As an executive officer there are many things one can do on his own initiative without requiring further delegation and control corruption in his office. The following small steps will contribute a lot in creating an atmosphere in which an honest person will like to work.

- Clarify the role of all subordinate and display it for the benefits of customers (both internal and external).
- Give more importance to competency and hard work than any other things like being taken care of when you visit the unit.
- Increase perks to the extent you can and recommend out of turn promotion of the honest and hardworking employee best there output in relation to the targets assigned to them.(how many of us assign target to our sub ordinate in due consultation with them).how do we expect positive work culture to flourish in a system of performance evaluation, which is non transparent. The note available at the end of ACR form clearly prescribes it but we choose to ignore it and go on evaluating the staff in around about manner. Due to this, the difference between hardworking staff and staff surviving on other consideration gets blurred. Once this happens many of them are tempted to adopt corrupt means.
- Give reasonable independence to the anticorruption machinery after ensuring there proper staffing and accountability.
- Install a system which has inbuilt provision for rewarding the honest within your competency. There is tendency to distribute awards to everybody at the end of the year. It should only be merit based.
- Ensure total transparency in the office and give targets for activities where delays breed corruption. Also take up staff where they fail to achieve the target without proper justification.
- Adopt a participative style of leadership to know your people and things happening around you closely rather becoming a dreaded prisoner of your chamber.

- Be generous in pardoning those who commit bonafide mistakes occasionally but be harsh to those who do so deliberately or repeatedly. “chalta hai culture” is very dangerous.
- Conduct regular reviews and simplify all outdated procedure which may cause delay and hence corruption after following the procedure prescribed for the same. However same requires patience on your parts such things do take time.
- Utilise all your skill of DAR to get rid of the hard-core corrupt persons even if requires taking help of vigilance / CBI but do it quickly before they overpower you as thus you have to master this kill.
- Discourage extravagance and avoid such gatherings which show money power.
- Try to cut short all delays to avoid people trying to get benefit out of turn by corrupt means.
- Promote high level of commitment with the organisation in your employees by rewarding those who demonstrate it and by first counselling and punishing those ignore it repeatedly.
- Be a role model yourself.
- You cannot expect the things from others, which you cannot do yourself.
- Ensure dissemination of reliable and correct information to the users / customers to create trust.
- Ensure prompt response to the customers from your employees by close monitoring of the grievance/ complaints and counselling and then taking up the employees who default in this or give wrong or causal reply. If the grievances are taken care of, the corruption will decrease.
- Train your staff in job related competencies to avoid avoidable mistakes by the staff and resultant harassment of the customers and also quick finalisation of cases by them thus cutting the delays .you have to conduct continuous Training Need Analysis (TNA). This will keep vigilance away.
- Ensure full accountability of your staff towards customers (internal/externals) and do not tolerate any laps on this account.
- Promote courteous behaviour by your staff by counselling the staff and punishing those who have decided to ignore your advice.
- You must understand your customers need and plan for your services accordingly so that there is no corruption on this account. It is well known fact that shortage of goods/ services is prime cause of corruption. Therefore while framing future expenditure plan keep this in view.
- Try to promote healthy interpersonal relation amongst the staff to control corruption as it is very important to understand that normally employees do not take money in a group environment.
- Sprit of accommodation discourages corrupt behaviour therefore please develop it in your staff.

- Lack of timely communication breeds corruption and as such communication should be improved.
- As already indicated above, planned settlement of grievances reduces scope of corruption be tough with staff keeping applications etc. With them without due acknowledgement to the employees concerned and without proper registration the office staff normally wishes to create an atmosphere of total non transparency in the office to enhance their own value and make money. Do not permit it.
- Create a feeling of fear of punishment in the corrupt employees by ensuring prompt and exemplary punishment to those found to be indulging in corrupt activities and caught by vigilance / CBI etc.
- Lack of in depth inspections by the officers lead to failure in detecting fraudulent / irregular activities in failed units , which is due course turn into rackets to stop therefore conduct in depth inspections of your office as well as the failed units regularly and with due surprise occasionally.
- You must know the sensitive areas of your unit and also the probable modules operandi of corruption and should have watch over various activities.
- Develop a system to get intelligence about us of discretionary powers and also keep watch over officers / staff found deviating from rules and regulations frequently without proper reasons.
- Ensure rotational transfers to contain linkages and also to avoid complete dependability on some staff in administrative matter. Nobody should be allowed to become indispensable to the organization.
- Encourage ethical behaviour buy the staff by setting your own example.
- Keep effective watch over asset built up with approving proposals for according permissions to acquire new assets by officers.
- Ensure prompt finalisation of DAR cases by following the ex-party procedure in case of non-co operation by COs as delay breeds corruption ensure that no procedural mistake is committed in DAR process.
- Maintain adequate liaison with vigilance department so that help can be taken when needed. You must realise that constructive understanding and frequent interaction with vigilance will enable you to put your view points before them more effectively.
- Tell your staff to have respect for rules and competencies / delegation and get sanctioned for the competent officer. Do not take short cuts and be in trouble. However in emergent situation post facto sanctioned should be taken fully justifying the circumstances under which an official took a decision for which he was not competent to take as per current delegation.
- Deviation to rule require speaking reasons on file and anybody reviewing the decision should be able to know that deviation has been done is administrative interest. An officer is not expected to remember the reason for this decision after long gap of time.

12. टेण्डर क्या है? आप टेण्डर का वर्गीकरण कैसे करेंगे, संक्षिप्त में समझायें।

What is Tender? How will you classify the tender, Describe in brief?

Answer :- Tender is the notice to all business concern to enable them to give quotations for the supply of Stores as well as for execution of works. The objective of invitation of tenders is to obtain the Cheapest, economical and competitive offer, thus this being an initial control over Capital investment.

Kind of Tenders:

- (a) Open Tender
- (b) Limited Tender
- (c) Single Tender
- (d) Special Limited Tender
- (e) Global Tender
- (f) Late Tender
- (g) Delay Tender

Open Tender: This system of invitation to tender by public advertisement in the most open and public manner possible, should be used as a general rule and must be adopted. In open Tender estimated value of purchases is (i) over 3 lakh in normal circumstances, for procurement of items other than safety items.

Limited Tender: Except in the procurements of safety items, in case of procurement in emergency and in case of procurement of items whose approved list of vender is approved by centralized agency, this system may ordinarily be adopted when it is considered to be advantageous, in the case of orders the estimated value of store is less.

Single Tender: This system may be adopted with regard to small orders not exceeding Rs. 3 lakhs in value in the case of non proprietary articles and 5 lakh in case of proprietary articles and articles in the process of indigenous development subjected to the rates quoted being reasonable.

Special Limited Tenders: Except of respect emergencies purchases and safety items, this system may be applied to orders with the sanction of the General Manager.

Global Tender: This system is adopted by Railway or Government of India for purchase from foreign market. The foreign currency is involved in purchasing. Global tender is done by Railway Board.

Delay Tender :- Tender which are received after. The appropriate time and date of the deposit of the tender. Tender can be excepted if the GM & F&CAO agreed with some conditions.

Late Tender :- Tender which are received after the appropriate time and date of the opening of the tender.

13. कॉन्ट्रैक्ट एग्रीमेंट बनाते समय किन-किन मुख्य बातों का ध्यान रखना चाहिए। फर्म को नेगोसिएशन के लिए कब बुलाया जाता है तथा इसका क्या प्रक्रिया है?

What are the main factors of contract agreement? When firm is called for negociation & what is the procedure?

Ans- Following General Principles should be kept in view while entering into contract agreements:-

- The terms of contract must be precise and definite, and there should be no room for ambiguity of misconstruction and the matter to be agreed upon should include, in detail, the following:-

- (a) What the contractor is to do; when, where and to whose satisfaction it is to be done.
 - (b) What the Railway Administration is to do and on what terms.
 - (c) What payment is to be made; what it is to cover, to whom it is to be made, and the method and basis of making it.
 - (d) The responsibility of the contractor in respect of adequate supervision, care of government property and the protection of outside interest and those of the staff and workman.
 - (e) The terms of which variations and modifications, if any, are to be permitted and authority competent to order and assess them and the occasion and basis of such assessment.
 - (f) The measures to be adopted, in the event of a breach of the contract by either party thereto; and the correct method of and grounds for determination thereof.
 - (g) The method of settling disputes.
- As far as possible, legal and financial advice should be taken in drafting contracts before finally entered into.
 - Standard forms of contract should be adopted wherever possible, the terms be subjected to adequate prior scrutiny.
 - The terms of contract once entered into should not be materially varied except in consultation with the competent legal and financial authority.
 - No contract involving an uncertain or indefinite liability or any condition of an unusual character should be entered into without the previous consent of the competent legal and financial authority.
 - Provision must be made in contracts for safeguarding Government properties entrusted to a contractor.
 - In entering into long term agreements or contracts, consideration should be given to the desirability of providing the Railway administrative power to cancel the agreement at any time after the expiry of six months notice to that effect.
 - The power to retain and set off all claims whether arising out of the particular contract or out of any other transaction or claim whatever against the contractor should be secured for the Railway Administration.
- Some Railway Board's Instructions on the subject are as under:-
- The agreement should invariably contain a penalty clause in all cases involving advance payment to private firms and payment of liquidated damages by the defaulting firms by way of interest on the money advanced to it.
 - All the causes of extension/renewal of agreements involving payments to outside agency should be reviewed with a view to see that whatever action is necessary either to renew the agreement on terms more favourable to the Railway Administration than those operating earlier or to terminate it. Action should be initiated sufficiently in advance and completed in time before the date of expiry of the agreement.
 - It should be ensured that when substantial sums of money are involved, terms of agreement are always negotiated with legal guidance. It is not however necessary to take legal guidance in individual cases of contract where the standard conditions of contract are adopted.
 - Standard clauses should be adopted in case of contracts where the contractor diverting the raw materials to work other than those for which they were intended.

- In all contracts where Railway materials are to be supplied, special condition of contracts should specify the place where materials are to be handed over to the contractors and it should be made clear that all lead and lift from that place to the site of work should be at the expenses of the contractor.
- Care should be taken in running into trouble, a departmental committee may be appointed to discuss the progress of the contract with the contractor with a view to ascertain as to what are his problems and recommend measures to solve these problems to the extent possible.

Negotiations :

- The selection of the contractors by negotiation is an exception rather than the rule and may be resorted to:
 - (a) Where all the tenders are considered to be unreasonably high in value and it is felt that re-tendering would not secure better advantage to the Railway; and/or
 - (b) Where the lowest tender is technically not acceptable or is rejected because of unsatisfactory credentials, inadequacy of capacity or unworkable rates and next higher offer to be considered in accordance with the established procedure is found to be unreasonably high;
 - (c) Where in the case of proprietary items of stores, the price quoted is considered to be unreasonably high.
- The decision whether to invite fresh tenders or to negotiate and in the latter case, with whom to negotiate should be taken by the competent authority after obtaining the recommendations of the Tender Committee.
- It should be ensured that except where a single quotation has been received in response to call of open tenders, the number of tenderers to be called in for negotiation is not less than two.
- After the competent authority has decided to call specific tenderers for negotiation, the following procedure should be adopted :-
 - (a) The tenderers to be called in for negotiations should be addressed as laid in Board's letter, so that the rates originally quoted by them shall remain open for acceptance in the event of failure of negotiations.
 - (b) Tender Committee after obtaining clarification whenever necessary from each tenderer separately, should ask the tenderer to give their sealed quotations which should be opened by the Tender Committee and read out in presence of the tenderers or their representatives who choose to be present.
 - (c) In case, however, any of the selected tenderers prefers to send a revised bid instead of being present at the negotiations, the offer should be taken into account.
 - (d) In no case, including where a ring is suspected, should negotiation be extended to those who have either not tendered originally or whose tender was rejected because of unsatisfactory credentials, inadequacy of capacity or unworkable rates of (in case of other than Stores tenderers only) whose tender was not accompanied by earnest money). Similarly, negotiation cannot be extended to a tenderer whose original offer is incomplete or otherwise invalid (having failed to quote rates in items.)
 - (e) While conducting negotiations with tenderers and obtaining revised rates and recommending the same for acceptance, the Tender committee should ensure that the fundamental requirements of safeguarding Railway's financial interests have been fully observed.

- L-1 should be defined as the lowest, valid, eligible and technically acceptable tenderer who would have been otherwise considered for award of contract directly, if the rates were not unreasonably high. Negotiations should be held with L-1 only as specified above.
- In tenders, providing for “Purchase Preference” in favour of PSUs, if quoted rates of L-1 are considered high and negotiations are resorted to, such negotiations may be held with the original L-1 as also the L-2 PSU whose Original offer is not higher by more than 10% of the offer of L-1. Further, if after such negotiations the revised offer of the PSU is higher than 10% of the negotiated offer of the original L-1, offer of PSU may not be considered for award of contract. If it is less than 10% the existing procedure for awarding the contract to the PSU may be followed.

14. आपदा प्रबंधन क्या है? गोल्डेन आवर से आप क्या समझते हैं? आपदा प्रबंधन के समय गोल्डेन आवर में प्राथमिक आवश्यकताएँ क्या-क्या हैं? गोल्डेन आवर में आपदा प्रबंधन को अधिक प्रभावशाली बनाने के लिए अपने सुझाव दीजिए?

What is Disaster Management? What do you understand by the term “Golden Hour”? What should be the basic necessities of disaster management during “Golden Hours”? Give suggestions to make disaster management more effective during Golden Hours.

What is Disaster Management?

Disaster Management is the art of functioning under conditions of extreme difficulty. It is the ability to take cool rational decisions in a crisis situations filled with tension and even danger. It is the ability to function effectively when all known chains of command have been broken and when even channels of communication have failed. In short, it is the ability to function in chaos.

What is “Golden Hour”?

The first responsibility in case of accident is to keep the loss of life to minimum. The response teams must reach and extricate accident victims as early as possible and organize effective trauma care. The Basic Principle of Trauma Management is speed and expediency – “Most trauma patients die of shock, which comes from sluggish or non-existent circulation and the resulting chemical changes in the body.”

Thus the first hour after the accident is termed as **‘The Golden Hour’**.

Most trauma patient can be saved if bleeding is effectively stopped and blood pressure restored within an hour.

1. Early warning and effective information dissemination system for Golden Hour Response.
2. Network of Rapid Response Rescue teams.
3. Swift transportation of the team to site.
4. Professional Approach.

Following recommendations were made by the committee to institutionalize golden hour drill:-

- Constitution of National Disaster Management Authority
- SP-ART- Self Propelled ART/ARME
- To improve the response time.

- To enter into an MOU with state Government
- Rescue Ambulance.
- Assistance of air support to dispatch rescue team to accident site.
- Upgrade speed of ART/ARME
- Feasibility of introducing an emergency rail-cum-road.
- Ensure specified minimum running of Diesel. locos.
- First-aid training to be mandatory for all railway personals.
- A guide be made available with train crew like TTE's, AC coach attendant etc.
- Each zone should have a professionally trained Crack Team of Rail Rescue Experts.
- Details of Local Resources.

Suggestions

1. Zonal / Division control rooms to be upgraded gradually.
2. Leverage St. John Ambulance network.
3. Assistance of NGOs.
4. Assistance of adjoining divisions.
5. Necessary coordination / liaison must be maintained with the local police & civil authorities.
6. Guidelines may be exhibited in each coach to educate the passengers.
7. Road access to vulnerable locations.
8. There should be emergency automatic lights in all the coaches.
9. Hiring of vehicles for rescue & relief operations.
10. Delegation of adequate power –
 - A. For procurement of life saving drugs.
 - B. For making on spot payment.
 - C. Financial power to ensure quicker rescue operations.
 - D. Purchase power.
11. Cash imprest with ART Incharges.
12. Better communication facilities.
13. All divisional hospitals should have air conditioned mortuaries
15. कारखाना / शेड / डीपो में क्या पी.पी.ई. प्रयोग होते हैं? आपके शॉप / शेड में कामगार को ऑकूपेशनल हजार्ड क्या-क्या है?

What are the PPE used in workshop/Sheds/Depot? Write occupational hazard to a worker in your shop/Shed/Depot.

Answer :-

Common Personnel protection equipments (PPE) used in workshop/Shed/Depot

1. Safety Helmet for head protection
2. Dust Mist Respirator for breathing protection
3. Safety shoes for foot protection
4. Face shield for face protection
5. Welding arc shield for eye protection
6. Welding goggle for eye protection in gas welding/cutting.
7. Ear muff for ear protection against noise
8. Barrier cream for hand protection

9. Boiler suit for body protection
10. Leg guards for welders
11. Safety belt for working at height against fall protection
12. Hand gloves for hand protection
13. Aprons for machine operators

Following are the occupational hazards to a worker in a workshop/shed/depot

1. Danger of Explosion
2. Material Handling
3. Slipping on wet or oily/greasy surface
4. Smoking while mixing paints
5. Grinding/cutting operation
6. Welding fumes
7. Dropping/tripping of material from height
8. painting fumes
9. hot turning chips

16. चार्ज शीट्स से आप क्या समझते हैं? चार्ज शीट देते समय किन विभिन्न बिंदुओं को संज्ञान में लाना चाहिए।

What do you understand by a charge-sheet? What factor should be consider while drafting a charge-sheet?

Ans-9 Charge sheet is memorandum of charges or an allegation of misconduct, misbehavior, indiscipline, lack of interest in work, negligence etc. on the part of employee. More precisely, it is memorandum of accusations, which are leveled against an employee who commits breach of rule, procedure and regulations. Ordinarily no disciplinary action can be initiated against an employee unless he is first served with a charge sheet containing the charges framed against him and their essential details. The object of charge sheet is to tell the accused what he is supposed or alleged to have done, and it is well settled that the charges must be specific with a statement of allegations on which they are based, with such particulars and details as are necessary to give a reasonable opportunity to defend.

A charge may be described as the *prima-facie* proven essence of an allegation setting out of nature of the accusation in general terms, such as, negligence in the performance of official duties, inefficiency, acceptance of sub-standard work below specification, breach of conduct rule etc. A charge should briefly, clearly and precisely identify the misconduct misbehavior. It should also give time, place and persons or things involved so that the public servant concerned has clear notice of his involvement. The articles of charge should be framed with great care. There is no set form prescribed for a charge sheet but the object is to give the employee the exact idea of the misconduct committed by him so that he is in a position to submit his explanation in defense.

Following points should invariably be kept in mind before drafting the charge sheet and shall contain the following essentials:-

- i) The charges should be specified with full particulars, in the clear cut terms with complete details.
- ii) Repetition and unnecessary details be avoided.
- iii) The use of suffixes such as etc or the word any other document be avoided.
- iv) Full particulars of amount misappropriated should be given.
- v) Full particulars of the goods stolen must be given in case of theft.
- vi) To the extent possible, the charge-sheet should not be devoid of essential particulars.

- vii) It should be issued with an un-biased and open mind. If the previous record of the employee is relied upon, such particulars should be specified in clear terms.
- viii) It shall not be issued with a preconceived notion and the words *held guilty* etc should be avoided.
- ix) Where inaction by employee has been committed habitually or will fully in that event the prefix habitual and willful should form an essential constituent of the charge and must be expressly mentioned in the charge-sheet.
- x) Act of misconduct be specified in clear and unambiguous terms so that there is no room for imagination or benefit of doubt for the delinquent employee.
- xi) To the extent possible date, time and the place of occurrence invariably be mentioned and the name of the persons, if any, in whose presence the incidence has occurred, shall also be specifically mentioned in the charge-sheet.
- xii) Any mis-description of the occurrence of the misconduct, which may be taken as an advantage by the delinquent be avoided.
- xiii) There should not be the mention of punishment proposed to be awarded to the employee as it gives an indication or prejudicial or biased mind.
- xiv) If the rule governing the conduct of the employee states that damage to property or willful disobedience or insubordination amounts to misconduct, it must be specifically stated in the charge-sheet.
- xv) if the charge is for misconduct towards a superior, then it must be so stated in the charge-sheet giving the occasion on which the misconduct is committed, date and time and in respect of which particular superior and the name of the co-employee, if any, in whose presence it had occurred.
- xvi) When an employee is charged for habitually disobeying the instructions, then each set of disobedience on his part be separately mentioned.
- xvii) The language of charge-sheet must be simple and one that is easily understood or is in common usage.
- xviii) The wording of charge should not appear to be an expression of opinion as to the guilt of the accused so as to draw an inference of punishment.
- xix) The charge-sheet should first give the detail facts leading to the charge and then at the end of it there shall be mentioning of incident and violation of conduct / staff rule etc.
- xx) The charge-sheet should be signed by the disciplinary authority. The general law in this regard is that any person who has got the power to appoint has also the power to take disciplinary action. In other words, the appointing authority has got the power to issue or frame the charge-sheet.
- xxi) Framing of charge-sheet, holding of enquiry, show cause notice, are all steps to be taken by the disciplinary authority. In the absence of any provision permitting expressly or by implication, the delegation of disciplinary power to a particular person, no one shall have any authority to pursue on his own initiative any charge against an employee and proceed to enquire into them. The exercise of disciplinary power extends not only to appointment and dismissal but also to initiate action against an employee by framing charges against him.

17. रेलवे सर्वेंट पास नियम 1968 से आप क्या समझते हैं? इस नियम के क्या फीचर्स हैं? रेल कर्मचारियों को मिलने वाले विभिन्न पासों की सूची बनाइये?

What do you understand by “The Railway Servants (pass) Rules 1968? What are the features of the rules? List various passes applicable to Railway employees?

Answer :- The Railway Servant Pass Rule 1986

This is the privilege/facility given by Rail Administration to a person or his family member's/dependents and including attendant (if under rules). To travel in trains from one station to another station in the permissible class.

Kinds of Passes

A Railway servant/authorized person may be issued one or more the following kinds of passes.

1. Suburban Pass :

It has been decided by Railway Board that the pay limit for entitlement for First Class on Residential Card Pass and school Card Pass shall be as follows :-

- i) Groups A & B First Class "A" on suburban sections.
- ii) Groups C & D

2. Duty Pass :

A Railway servant may issue a duty pass for performing journey while on duty.

Types of passes are: - Metal pass viz. Gold pass, Silver pass, Bronze pass and the Cheque pass.

- a) Gold Pass :- This pass is issued to Chairman Railway Board, Member Financial Commissioner and the General Managers on Indian Railways, production Units and Chief Commissioner for Railway safety and all heads of institutional units where the posts are managed at the level of General Manager.
 - b) Silver Pass :- This metal pass is issued to all Senior Administrative Grade Officers. Entitles the holder to travel by AC Ist Class.
 - c) Bronze Pass :- It entitles an officer to travel with his wife, minor children in Ist Class & AC
 - d) Cheque :- It is issued to individuals whenever the occasion arises to proceed on duty.
 - e) Card pass with all India Validity, may be issued to below JAG officer/staff with personal approval of General Manager, on merit of each case.
3. **Privilege Pass :-** These are the passes issued to the serving employees and include passes on school account. These passes are debited to the pass account of the individual employee.
- a) Group 'A' & 'B' (Gazetted Officers). This category of staff are entitled for First Class 'A' pass .They are entitled for 6 sets of passes per year.
 - b) Group 'C' :- The pay for determining the entitled of Ist class pass. One set of pass up to the end of 5th year later on 3 sets of passes.
 - c) Group 'D' :- This category of staff are entitled for second class pass and eligibility of passes and PTOs are the same as mentioned for Group 'C' above.

Note :- 1) Not more than the two dependents can be included in pass.

2) Children who are above 21 years of age can also be included in the pass provided he/she bonafide students of any recognized educational institutions.

3) Valid for four months and for return journey shall be valid for four months

from

the date of issue.

4) If both husband and wife are Railway servants, passes are granted both of them

on each other's account.

5) Legally divorced sister is included in the list of "dependent relatives" for eligibility

of passes/PTOs when father is not alive.

6) School Passes :- School passes are issued to each student member of the family who is dependent on Railway servant on production of a certificate from the recognized institution where the student is studying away from the headquarters of the Railway servant. On School Account. Three sets of passes or six half sets are admissible for every child in a calendar year and are in addition to privilege passes.

A parent or a guardian may be included in school pass in which a girl of any age or a boy under 18 years. For return journey for parent or guardian or paid nurse to the station from which journey commenced.

7) Post-Retirement Passes: - An employee who has retired from service and who was eligible for passes while in service may be granted passes for himself and his family (wife and children only). Group 'D' employee is eligible for passes for self and wife only and not children.

8) Complimentary Passes to Widows.

9) Passes for Widower of Female Railway Employees.

10) Residential Card Pass: - Residential card passes are issued to those Railway servants, who live away from the place of work and have to travel to their place of work.

11) Special Passes :- A special pass may be issued to family members or dependent relatives on :

a) Medical grounds

b) Sports account.

c) For scouting activities.

d) For attending Courts.

e) Physical Handicapped persons.

f) Passes to staff of Railway Co-operative Societies/Bank.

g) On any other occasion which the department of Railways or a Railway Administration deems fit.

h) Passes for attending meetings of SBF.

i) Passes to Railway servants under suspension.

j) Issue of special Complimentary Cheque Passes to non-Railway Doctors and Para Medical Staff for Conducting Blood Donations and Eye Testing Camps.

12). Passes to Licensed Porters (Coolies) :- The Licensed Porters (Coolies) who are duly registered and authorized by the Railway Administrations to work as porters at Railway Stations shall be granted one set Complimentary Cheque pass in second/Sleeper class for self only. One Set Privilege Ticket Order Per Year

18. रेलवे कर्मचारियों को कौन-कौन से एलाउंस तथा एडवांस देय है, संक्षेप में वर्णन करें?

What are the various allowance and advance are admissible to Railway Employee?

Describe in brief various allowances and advances permissible to Railway Employees under different circumstances.

Ans :- Allowances are given to an employee depending upon the circumstances. Various types of allowances existing on the Indian Railways are DA, CCA, HRA, Transport Allowance, Compensatory Hill Allowance (to those working at hill station 1000 feet above sea level), Remote locality allowance (Special compensatory allowance is paid to employees posted at remote areas in Jammu & Kashmir, Himachal, Arunachal, Meghalaya, Uttaranchal, Assam, Nagaland, Tripura & Manipur), Bad climate allowance (Admissible to employees posted in unhealthy localities) and Travelling allowances.

- TA rates vary as per the classification of cities. DA and TA is one and the same thing. When the person is traveling it is known as TA, and when the person is halting it is known as DA.
- TA personnel are entitled to double the rates of their usual traveling allowance, in case of embodiment/training. However, only 20% of the TA will be paid in case free messing is given. Duty allowance to Civil Defence volunteers are paid as per prescribed rates per day if the training is between 1.5 and 2.5 hrs. However, if the training exceeds 2.5 hrs, he will be entitled as per prescribed rate.
- Rly. Servants (both Gaz. & N.G.) attending courses other than initial i.e. refresher, promotional and Special Courses in Rly. Training School/Institutes, where messing is compulsory, shall be provided with free food and in addition 20% of daily allowance will be admissible.

Kilometrage allowance – It is admissible to staff as per their gradations. In case of employees proceeding on tour, road mileage at proscribed rates is admissible between duty point/residence at the HQs and duty point at outstation and vice-versa.

Conveyance hire at outstation – All N.G. staff on tour in addition to T.A. as admissible, may also be granted reimbursement of bonafide charge on account of conveyance hire by ordinary means of conveyance available at the locality that the may be required to incur for journeys in visiting offices at a considerable distance from each other.

Taxi fare for journeys from office to residence at late hours – If Officers/staff are detained beyond 20.00 hrs, on special assignment/urgent work which cannot wait for the next working day, will be entitled to claim taxi hire for journeys performed from office to residence between 20.00 hrs. & 6.00 hrs, subject to a maximum of prescribed rate.

- Consolidated traveling allowances – Permanent or Consolidated Travelling allowance is granted to such staff whose duties required him to travel intensively for more than 20 days in a month on an average. In case they are not able to perform the minimum no. of days, they may draw daily allowance for journeys performed as per normal rule.
- Bicycle advance to group ‘D’ employees who are required to travel extensively, if provided with bicycle and he maintains it, will be given allowance as per prescribed rates.
- Conveyance allowance – To medical officers provided they make 20 domicile visits on an average every quarter. The conveyance varies in case the doctor has his own car, own scooter or hires private vehicles.
- Allowance to handicapped persons – 5% of the basic pay subject to the certification of a medical practitioner.

- Running allowances are paid to employees whose duties are connected to moving the train i.e. Drivers, firemen, guards, brakes men etc. There are 4 types of running allowances viz.
- Outstation relieving allowance.
- Line box allowance.
- Project Allowance.
- Deputation Allowance.
- Annual allowance.
- Breakdown allowance.
- Night duty allowance.
- Washing allowance.
- Laundry allowance.
- Uniform allowance.
- National Holiday Allowance

19. इंट्रेंटी कंट्रोल से आप क्या समझते हैं? इंट्रेंटीस मैनेजमेंट का उद्देश्य क्या है? इंट्रेंटी कंट्रोल मैनेजमेंट की तकनीकी को समझाइए।

What do you understand by Inventory Control? What is the purpose of Inventory Management? Explain techniques of Inventory control Management?

Answers:

Inventory control means maximum utilization of asset and minimum blocking of money. The purpose of management to proper utilization of store without blocking money for long time

There are some control tools by which inventory can be controlled

store Inventory control :- ABC analysis: - ABC analysis is applied to an inventory situation, it determines the importance of items and the level of controls placed on the items. By dividing a company's inventory into different classification- A, B, or C, managers can focus on the items that account for the majority of the inventory. The adaptation of Pareto's law of the vital few and trivial many follows a pattern:

- a. "A" inventory accounts for about 20% of the items and 80% of the Rupee usage.
- b. "B" inventory accounts for about 30% of the items and 15% of the Rupee usage.
- c. "C" inventory accounts for about 50% of the items and 5% of the Rupee usage.

ABC analysis provides the means for identifying those items that make the largest impact on a company's overall inventory cost performance. Since a company be applied to managing their "A" items.

(b) VED analysis: - It means vital, essential and desirable. This is a device to measure service level and to avoid the stock-out cost. Under this analysis, the working of equipment is given priority to achieve the higher service level.

Vital – Items without which the equipment stops working and there is no time left for procurement.

Essential – Items without which the equipment may work but with less efficiency and there is time left for procurement e.g. grease and oil.

Desirable – Without which the equipment can work e.g. passenger amenities in coaches.

FSN analysis: - This is for Fast, Slow and Non-moving items. Under this method, the materials are analyzed according to the speed of consumption, frequency of demand and their utility.

20. निम्नलिखित में किन्हीं चार पर टिप्पणी लिखें :

Write down short notes on any four of the following.

1.	<p>एच.ओ.ई.आर HOER</p> <p>HOER :- The hours of employment of Railway servants are regulated under the provision of the Rly Act 1989:- HOER will apply to all non-gazetted Rly servants including casual labour and Substitutes except those governed under the factories Act, the <u>mines</u> Act and the shipping Act. Any person acting in contravention of any of the provision of these rules shall be punishable with fine which may extend to five hundred rupees. Its main objective is to facilitate and regulate WORKING HOURS and PERIODIC RESTS . For the purpose of hours of work the Rly employees are classified as:-</p> <p>(1) Intensive (2) Continuous (3) Essentially Intermittent (4) Excluded.</p> <p>Procedure:- It is based on 72 hrs consecutive job analysis, wherein minute to minute recording is done indicating period of action and inaction to classify the category. During the job analysis HOER Inspectro, Senior Supervisor and a Subordinate are required to be present to witness the recording.</p> <p>Chart showing weekly working Hrs and periodic rest</p> <table border="1" data-bbox="409 1293 1458 1696"> <thead> <tr> <th>Classification</th> <th>R/hours</th> <th>P&C</th> <th>S/Hrs</th> <th>Weekly Rest</th> <th>Avg Period</th> </tr> </thead> <tbody> <tr> <td>Intensive</td> <td>42</td> <td>3</td> <td>45</td> <td>30'</td> <td>14 days</td> </tr> <tr> <td>EI</td> <td>72</td> <td>3</td> <td>75</td> <td>24' with 1 full night</td> <td>7 days</td> </tr> <tr> <td>Contnous</td> <td>48</td> <td>6</td> <td>54</td> <td>24 hrs</td> <td>14 days</td> </tr> <tr> <td>Excluded</td> <td>-</td> <td>-</td> <td>-</td> <td>48' a month or 24' a fortnight</td> <td>-</td> </tr> </tbody> </table>	Classification	R/hours	P&C	S/Hrs	Weekly Rest	Avg Period	Intensive	42	3	45	30'	14 days	EI	72	3	75	24' with 1 full night	7 days	Contnous	48	6	54	24 hrs	14 days	Excluded	-	-	-	48' a month or 24' a fortnight	-
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2.	<p>कारखाना अधिनियम <u>Factory Act – 1948</u> :- The factory Act has been given effect from 1948. It regularizes the various obligation that also regulate the various obligation that on occupier has to fulfill in connection with health, welfare, safety, hours of employment, leave, overtime, rest for workers working in factory.</p> <ul style="list-style-type: none"> • Factory Act came in force w.e.f. 1.4.1949. • This Act provides provisions for the basic minimum requirements for safety, health, welfare and other service conditions such as 																														

	<p>working hours, leaves, holidays etc.</p> <ul style="list-style-type: none"> • It is applicable on all Factories where manufacturing process is carried out with the aid of power with 10 or more workers. In case manufacturing process is carried without aid of power, number of employees can go up to 20 for the application of this Act. • Registration with Chief Inspector of Factories is made necessary for all Factories coming under this Act. For new factories, a notice regarding starting of manufacturing with other required documents is to be given to Chief Inspector of Factories before 15 days of starting production. • It describes about the working conditions and benefits for Factory workers. • Working Hrs of adults: Weekly hours, weekly holidays, compensatory holidays, daily hours, interval for rest, spread over, extra wages of overline • Health:- Cleanliness, Disposal of waste and effluents Ventilation and temperature, ventilation and temperature ,dust and fumes ,artificial humidification, over crowding, lighting ,drinking water. • Annual leave with wages: Every worker who has worked for a period of 240 days or more in a factory during a calendar year shall be allowed during the subsequent calendar year ,leave with wages for a no of days calculated at the rate of one day for every 20 days of work. • Provision for safety:- Fencing of machinery :Work or near machinery in motion ,Employment of young person on dangerous machine striking gears and devices for cutting of power; self acting machine; Prohibition of employment of women children near cotton openers: Hoists and lifts: Lifting machines, chains, ropes and lifting tackle: revolving machinery, pressure plant, floors stairs and means of access etc • Precaution regarding the use of portable electric lights explosive and inflammable dust ,gas etc Precaution in case of fire: power to require specification of defective parts or tests of stability; safety of buildings and machinery ;maintenance of buildings • Safety officers: power to make rules to supplement this chapter • Welfare:- washing facilities; facilities for storing and drying clothes; facilities for sitting; first aid application • Provision for penalties: • General penalty for offence by occupier or manager- Imprisonment extendable to 2 years or fine of Rs 1 lakh or both • Enhanced penalty after previous conviction 3 years minimum 10000 extend up to 2 lakh or both \Penalty for obstructing Inspector-6 month or fine 10000 or both • Offence by worker- Violate any rule –fine upto 500
3.	कामगार क्षतिपूर्ति अधिनियम

	<p>Workmen’s Compensation Act</p> <p>(i) Compensation Act</p> <p>Compensation when payable: Compensation is payable when the accident causing death/injury arose “out of and in the course of employment”. In case of injury it must cause a disablement for a period of at least 3 days. In case of temporary disablement the employee is entitled to half monthly payment, and in case of permanent disablement or death to a lump sum amount on the basis of workman’s monthly wages calculated as per schedule 4th given in the act. The compensation is also payable for such disabilities/death caused due to occupational diseases as given in schedule 3rd of the act. In claim of compensation for injury and employer may take pleas like (a) The workman was under the influence of drug or drink (b) Willful disobedience of orders or disregard of rules made for safety of workers; (c) Willful removal or disregard of any safety guard or device. These pleas however are not applicable in case of the death of the workman.</p> <p>IMPORTANT FEATURES By a recent change in the Act following important features have been added : (a) No Pay limit is for compensation purpose nowadays. (b) The amount of compensation will now be related to a “relevant factor”. What is a “relevant factor” has been given in schedule 4th; (c) ½ monthly payment will now be 25% of month wages; (d) Amount spent on medical treatment shall not be deemed as a payment or allowance received by worker; (e) A new and more comprehensive schedule III of “occupational diseases” has been given.</p> <p>Liabilities For Compensation Arise In Case Of----- (a) Death; (b) Permanent total disablement; (c) Permanent partial disablement; (d) Temporary partial or total disablement.</p>
4.	<p>पास नियम Pass Rule Pass Rule :- Recommendation of the Committee on Subordinate Legislation the “ Railway Servants Pass Rules – 1986” have been framed. Rules shall apply to all railway servants under the administrative control of the Ministry of Railways (Railway Board), but shall not apply to :- (i) an apprentice engaged under the Apprentices Act:</p> <ul style="list-style-type: none"> • a person in the casual employment or employed on daily wages. <ul style="list-style-type: none"> ○ Duty Pass –Gold, Silver, Bronze, Cheque pass ○ Privilege pass – six pass set/year to grade A and B and 3 set /year to group C and D ○ PTO- 4 set/year ○ School pass-6 full set for group A and B,3 full set for group C and D per child per year ○ Complimentary pass

	<ul style="list-style-type: none"> ○ Monthly Suburban Tickets ○ Residential Card pass ○ Transfer Pass ○ Special Pass ● Widow Pass <ul style="list-style-type: none"> ▪ post retirement complimentary pass ▪ special pass 								
5.	<p>कर्मचारी कल्याण निधि Staff Welfare fund</p> <p>Ans Each Railway administration maintains a Railway Staff Benefit Fund under staff welfare programme which is financed from:-</p> <p>i) Receipts from fines.</p> <p>ii) All receipts from forfeited Provident Fund bonuses other than those of gazetted Railway servants, and.</p> <p>iii) An annual grant from the railway revenues at a per capita rate of Rs. 14.50 in respect of each non-gazetted Railway employee employed on the Railway (other than in a Capital construction project) at the end of the previous year.</p> <p>iv) The fund is administered at Headquarter level, for the benefit of non-gazetted staff, by a committee consisting of CPO of Zonal Rly as Chairman and Chief Medical Officer, Dy. General Manager (General) or C.E as members, 12 selected members from unions viz., 6 from NRMU & 6 from CRMS and Secretary Personnel officer (Labour & Welfare)</p> <p>The objects of the Fund are as under:-</p> <p>i) To aid education of the staff and their children.</p> <p>ii) Recreation for the staff and their children;</p> <p>iii) Relief from distress amongst the members of the staff and their families.</p> <p>iv) Any other object with the approval of General Manager.</p> <p>Annual Inter-Railway Cultural Competitions should be financed from Staff benefit Fund.</p> <p>However, the fund is spent according to the following proportion:</p> <table data-bbox="418 1591 1128 1745"> <tr> <td>a) Education</td> <td>31%</td> </tr> <tr> <td>b) Recreation of staff and children</td> <td>21 %</td> </tr> <tr> <td>c) Relief of distress, Sickness</td> <td>41 %</td> </tr> <tr> <td>d) Miscellaneous</td> <td>7%</td> </tr> </table> <p>Divisional Staff Benefit Fund Committee consists of an officer nominated by Divisional Railway Manager, two representatives from each union and a nominated Welfare Inspector shall be the Secretary, and presided over by Divisional Personnel Officer.</p> <p>In Workshop, Workshop Staff Benefit Fund Committee would be same as prescribed for Divisional Committee and if there is no Senior Personal Officer attached to Workshops his place shall be taken by the Works</p>	a) Education	31%	b) Recreation of staff and children	21 %	c) Relief of distress, Sickness	41 %	d) Miscellaneous	7%
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	<p>Manager. Following are the activities :-</p> <p>Education</p> <p>i) Assistance for technical education in Engineering, Medical and Scientific courses. ii) Assistance in the shape of stipend for courses of Chartered Accountancy, Cost Accountancy, etc. iii) For opening of Vocations training centers. iv) Educational assistance to Group 'D' appearing in School final examination. v) Educational expenses for deaf, dumb and blind children.</p> <p>Recreation</p> <p>Grants of Institutes, Sport Clubs, Children Camps Cultural activities, Recreation centers, Mahila Samities.</p>
6.	<p>न्यूनतम वेतन अधिनियम Minimum Wages Act</p> <p>The minimum wages act. 1948</p> <p>This aims securing rates of wages in these categories of employment whose wages are law in order it personal exposition of labour so applied to person engaged on scheduled employment on specified clam of work in respect of which min. Wages have been fixed.</p> <p>Minimum wages fixation- minimum wages are fixed by the central Government, ministry of labour</p> <p>Mode of payment-</p> <p>1-weges period should be fixed, not exceeding one month. 2-weges should be paid on working day with seven days of 1000 or more then 1000 person are employed within 10 days. 3-26 days should be taken as month for the purpose of calculating wages at the days rate.</p> <p>Inspector appointed under the authority, he shall be display all the instruction is display boards, the hours of work for adult , not more then 9 hours and spread over shall not be more then 12 hours in a day & child not more then 4.5 hours.</p> <p>Claims and complaints can be made with in six month to the appointed authority.</p> <p>Penalties under this act also admissible is employer, are punishment or rs.500/- subject is not maintaining register or offence in respect of min. Wage / normal wage.</p>
7.	<p>छुट्टी का नियम Leave Rule</p> <p>As per liberalized leave rule 1949/Central Pay Commission the leave are as under:-LAP (leave at average pay)</p> <p>(a) 30 days/year 15 in 1st January and 15 in 1st July (b)can be granted max 120 days at a time for in country 180 days for out country visit. (c)max accumulation limit 300 days.</p> <p>2. LHAP(leave at half average pay)</p> <p>(a) 20 days/year --- 10 in Jan. and 10 in July (b) Can be granted--- 24 months at a time</p>

	<p style="text-align: center;">3 .CASUAL LEAVE</p> <p>(a) '8' days/year for who are entitle for holidays '11' days/year not entitle for holidays.</p> <p>(b) Can not be carried out from one calendar year to another calendar year</p> <p>(c) ½ casual leave also can be sanctioned.</p> <p>1. SPECIAL CASUAL LEAVE</p> <p>(c) For attending – RLY bank meeting, Hindi examination, ECC society, scouts, sports activities, union activities. 30 days max in a year 60 days max in a year with the approval of G.M.</p> <p>2. LEAVE NOT DUE – leave granted in advance if other leave is not due but same should be debited from his a/c</p> <p>(a) 360 days in entire service on medical certificate (b) 90 days max at a time.</p> <p>3. HOSPITAL LEAVE—(at the time of IOD only) All non gazette staff—C&D except ministerial staff.</p> <p>7. PERMANENT DISABILITY LEAVE--</p> <p>(d) Full pay equal to LAP upto 120 days. (e) Half pay equal to HLAP upto 5 years. (f) Condition is also entitled for compensation for his disability but leave payment will be deducted from compensation amount.</p> <p>8. STUDY LEAVE. For non gazette staff to higher studies related to working trade not for academic education—as technical development which is helpful to upgrade the quality of work.</p> <p>(a) Max 24 months in entire service (b) Only 12 months in one time.</p> <p>09. Extra Ordinary Leave(leave without pay) Whenever no any leave is available or due.</p> <p>(a) Max upto 5 years in entire service for permanent employees. (b) Max '6' months who have completed 3 years of service. (c) Max 18 months in case of cancer, mental diseases.</p>
8.	<p>निलम्बन Suspension</p> <p>Ans- :- Railway employee can be placed under suspension if some DAR case is pending or contemplated. The staff is deemed to have been under suspension if he is detained in police custody for more than 48 hours. The competent authority can revoke the suspension order. All periods of suspension are recorded in the service record of the employee. The staff is not entitled for increment during suspension. Pass & PTO can be given to group C or D only by DRM subject to certain conditions laid down under pass rules.</p> <p>The Staff is entitled to 50% of pay and allowances during suspension</p>

	<p>which can be increased /decreased by 50% amount of subsistence allowance after 3 months on review. This period of suspension can be regularized by the competent authority depending upon the case either as duty, not spend on duty, suspension, dies non etc.</p>
9.	<p>वेतन भुगतान अधिनियम Payment Wages Act</p> <p>Ans- The Payment of Wages Ad 1936 extends to whole of India and came into operation w.e.f. 21.3.1937. The main objectives of this act are to pay wages in time and to protect unauthorized deduction from Wages.</p> <p>Responsibility for Payment of Wages - Employer shall be primarily responsible for the Payment to Person employed by him of all wages required to be paid under this Act. The following are the exception to the above</p> <p>(a) Where a person is. employed (otherwise than by a contractor) in a factory and a manager is appointed for the factory under clause (I) of section 7(1) of the Factories Act. 1948, the manager shall be responsible for the payment of wages.</p> <p>(b) In case of persons employed (other than by contractor) in industrial or other establishments, if there is a person responsible to the employer for the supervision and control of the industrial or other establishment: such person shall be responsible for the payment of wages.</p> <p>(c) In case of person employed (other than by a contractor) upon railways, if the employer is the railway administration and the railway administration has nominated a person, on its behalf for the local area concerned, such person shall also be responsible for the payment of wages.</p> <p>Fixation of Wages Period : The person responsible for Payment of wages shall fix wage period in respect of which wages shall be payable. Such wage period shall not in any case exceed one month.</p> <p>Time of Payment of wages - If workers employed are less than 1000, then wages shall be paid before the expiry of seventh day after the last day of the wage period, and in case of 1000 or more then within 10 days after the expiry of wage period. Wages are to be paid in current coins or currency notes.</p> <p>Permissible Deduction - Fine, Deduction for absence from duty, Deduction towards damages or loss, Deduction towards service renders, Deduction of Provident Fund, Deduction of Advance & Loans. Deduction of Income-Tax, Deduction. of Professional Tax, Deduction towards order of Court, Deduction towards surety and Deduction towards co-operative Societies and Consumer Stores</p> <p>Permissible Total Deduction - 75% of wages if include deduction of co-operative societies and in any other case, 50% of wages.</p>
10.	<p>इंवेन्ट्री कंट्रोल ऑफ स्टोर Inventory Control of Store Inventory control of store:-</p> <p>ABC analysis: - ABC analysis is applied to an inventory situation, it determines the importance of items and the level of controls placed on the items. By dividing a company's inventory into different</p>

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11.	<p>एम एण्ड पी M&P</p> <ol style="list-style-type: none"> Preliminary- Abstarct estimate Final- Detailed estimate <p>Prepared in month of April</p> <ol style="list-style-type: none"> Submission of initial proposal –April Compilation selection from against GM approval – June Submission of vetted proposal to Head quarter – July Head quarter finance scrutiny & concurrence – Between July & August Communication to field unit for preparation & submission of indent to procuring agency through HQ – September <p>Chief Mechanical Engineer</p> <p>Preliminary- The preliminary works programme initiated at division/district level in the month of April in respect of each M&P item under each plan head & the M&P item are grouped in Three categories, namely costing Two lacs more than Two lacs each</p> <ol style="list-style-type: none"> LSG (CWM & ADRM)- 02 lacs LSG (CME)- 05 lacs LSG (GM)- 10 lacs per item LSG (Railway board)-30 lacs Vehicle –Railway board Items of Rs 01crore -Railway board

	<p>7. Items which can not be justified financially but are essential, can be considered as a unremunerative (un-profitable) items chargeable OLWR</p> <p>Statement for each M&P Programme under each demand duly vetted by the accounts are sent to HQ for consolidation, the budget of the zonal railway submit these returns in the railway board duly scrutinized & vetted by FA&CAO</p> <p>Final – After having examined the individual M&P programme & discussion with the concerned GM, The Railway board will decide the works which should be included in M&P programme, on this basis Railway board prepared final works programme & estimate. Budget presented in Parliament. After that allotments are made through budget order</p>				
12.	<p>स्टॉक तथा नॉन स्टॉक आइटम Stock & Non Stock item</p> <table border="1" data-bbox="407 814 1490 1446"> <thead> <tr> <th data-bbox="407 814 948 856">Stock items</th> <th data-bbox="948 814 1490 856">Non stock items</th> </tr> </thead> <tbody> <tr> <td data-bbox="407 856 948 1446"> <p>These are generally those items of the stores having regular turn over caused by constant demands by the user and are stocked in stores depots. Genrally these items are recoupled on the basis of an annual review conducted on a time table basis,taking up different groups of items in different months thus spreading the work around</p> </td> <td data-bbox="948 856 1490 1446"> <p>These are the items,which are not stocked and are not required regularly>for the pupose of purchase of non stock items the indenter shall submit the requisition is standard form.this include detailed specification of the demande material>the requirement of a non stock item costing more than 40000 shall be got vetted by the association finance and shall have the approval of the competent authority as per delegation of powers</p> </td> </tr> </tbody> </table>	Stock items	Non stock items	<p>These are generally those items of the stores having regular turn over caused by constant demands by the user and are stocked in stores depots. Genrally these items are recoupled on the basis of an annual review conducted on a time table basis,taking up different groups of items in different months thus spreading the work around</p>	<p>These are the items,which are not stocked and are not required regularly>for the pupose of purchase of non stock items the indenter shall submit the requisition is standard form.this include detailed specification of the demande material>the requirement of a non stock item costing more than 40000 shall be got vetted by the association finance and shall have the approval of the competent authority as per delegation of powers</p>
Stock items	Non stock items				
<p>These are generally those items of the stores having regular turn over caused by constant demands by the user and are stocked in stores depots. Genrally these items are recoupled on the basis of an annual review conducted on a time table basis,taking up different groups of items in different months thus spreading the work around</p>	<p>These are the items,which are not stocked and are not required regularly>for the pupose of purchase of non stock items the indenter shall submit the requisition is standard form.this include detailed specification of the demande material>the requirement of a non stock item costing more than 40000 shall be got vetted by the association finance and shall have the approval of the competent authority as per delegation of powers</p>				
13.	<p>आर.एस.पी RSP –</p> <p>Rolling stock programme is prepared for</p> <ul style="list-style-type: none"> • Procurement of all type of rolling stock • Procurement of capital spare of rolling stock • Major modification to be undertaking on rolling stock <p>Mainly it is dedicated to purchase/procurement of locomotives, coaches, wagons etc. Such equipment for the rolling stock, which is required to be purchased on one time need basis (being very costly, can not be accommodated in revenue budget) is also included here. It is finalized by Railway Board.</p> <p>RSP programme is submitted to Rly Brd by 15th Jan each year giving reason and justification for each item. The railway Board decide the item to be dropt for include in final RSP. Railway Board Rolling Stock generally cover new acquisition and programme deliveries related to rolling stock, Rehabilitation, Modification, Retro fitment required on</p>				

	Carriage wagon Locomotive
14.	<p>पब्लिक एकाउण्ट कमेटी Public Account Committee</p> <p>Ans Public Accounts Committee :- This is a parliamentary committee on Public Accounts for the examination of accounts showing the appropriation of sums granted by the Parliament for the expenditure of the Government of India, the annual finance accounts of the Government of India and such other accounts laid before the Parliament as the committee may think fit. This committee examines the Appropriation Accounts of Railways to satisfy itself on behalf of Parliament :-i) That the moneys shown in the accounts as having been disbursed were legally available for and applicable to the service or purpose to which they have been applied or charged, ii) that the expenditure conforms to the authority which governs it, and. iii) That every re-appropriation has been made in accordance with the provisions made in this behalf under rules framed by competent authority.</p>
15.	<p>कैनन ऑफ फाइनेंसियल प्रोपर्टी Canon of Financial Property</p> <p>In the exercise of their financial powers, the sanctioning authorities must pay due regard to the following principles;</p> <ol style="list-style-type: none"> 1) The expenditure should not prima facie be more than the occasion demands, And that every Government servant should exercise the same vigilance in Respect of expenditure incurred from public money as a person of ordinary Prudence would exercise in respect of the expenditure of his own money 2) No authority should exercise its powers of sanctioning expenditure to pass an order , which will be directly ,or indirectly to its own advantage 3) Public money should be utilized for the benefit of a particular person Or section of community unless- <ol style="list-style-type: none"> (i) the amount of expenditure involved is insignificant (ii) A claim for the amount could not be enforced in a court law. (iii) The expenditure is in pursuance of a recognized policy or custom. (iv) The amount of allowances, such as traveling allowances, granted to meet expenditure of a particular type, should be so regulated that the allowances are not on the whole sources of profit to recipients.
16.	<p>बजट साईकल Budget cycle</p> <p>What do you understand by budget and budget cycle?</p> <p>Ans. Budgeting is the most widely used accounting tool for planning and controlling organizations. Budgeting is most useful when done as an integral part of an organization's strategy analysis.</p>

A budget is the quantitative expression of a proposed plan of action by management for a future time period and an aid to the coordination and implementation of the plan.

The budget, an Annual Financial Statement, is a management tool, which helps us to make best use of our resources and avoid duplication of efforts.

It comprises of :-

- i) Estimated Receipts and the expenditure of the Govt. for the Budget Year.
- ii) Receipts, Expenditure and Review of the preceding year.
- iii) Proposals for meeting the requirements of the coming year.

Objectives

- i) To define objectives in financial terms for execution at all levels.
- ii) To allocate scarce resources to important activities.
- iii) To co-ordinate complex plans for action
- iv) To compel planning, including the implementation of plans.
- v) To provide performance criteria.
- vi) To promote coordination and communication within the organization.

Facilitate controls by

- a) Establishing departmental budgets
- b) Fixing responsibility
- c) Comparison and reviews
- d) Corrective measures

Budgeted performance measures can overcome two key limitations of using past performance.

- i) Past results incorporate past mistakes and sub-standard performance.
- ii) The future may be expected to be very different from the past.

Budget Cycle: For all govt ministries and state govt the budget cycle begins in Oct XX ,for the financial year April XX+1 to March XX+2

Revenue budget 2010-2011

Budget estimate	Oct/Nov 08
Budget presented to parliament	Feb,09
Grant(Budget over issued)	April 09
August Review	Aug'09

Revised Estimate

Budget estimate	Oct/Nov 09
Revised Grant	Feb,10
Final Estimate	Feb10
Final modification	March11
Final Grant	March 11

	<p>Cash closing</p> <table border="1"> <tr> <td data-bbox="435 216 946 254">Transfer transaction</td> <td data-bbox="946 216 1458 254">Apr-May11</td> </tr> <tr> <td data-bbox="435 254 946 291">Closing of A/c</td> <td data-bbox="946 254 1458 291">June-July 11</td> </tr> <tr> <td data-bbox="435 291 946 329">Appropriation account</td> <td data-bbox="946 291 1458 329">Sept 11</td> </tr> </table>	Transfer transaction	Apr-May11	Closing of A/c	June-July 11	Appropriation account	Sept 11
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17.	<p>स्टॉक भेरिफिकेशन Stock verification</p> <p>Object of verification – to ensure that different item of the store are according to description and specification as soon in natural ledger.</p> <p>To see that actual balance agrees with large balance, access or deficiency if any noticed during verification is properly investigated and rectified following verification is carried out.</p> <ol style="list-style-type: none"> 1. Verification by account department through account stock verifier. 2. Departmental verification by stock holder. 3. Surprise verification by concern officer first two verification are carried out once a year. The program of verification is arranged in such a way that each item is verified once a year. While arranging both verification it should be ensure that there is gap of about in six month in verification of each items. <p>In addition to above verification surprise verification is also done by concerning officer or inspecting officer. Such verification is generally arranged for costly and pilferable items.</p> <p>Few items of heavy nature can be example from annual stock verification on obtaining approval of competent authority.</p> <p>Stock verification sheet- Account stock verifier records all discretions in the form called stock verification sheet. The discretions are less stock found that shown on the ledger or more stock found than that shown on the ledger. These stock verification sheet are sent to stock holder in duplicate duly priced offering explanation for the discrepancies.</p> <p>The stock holder keeps verification register and records the discrepancies as record by A S V. the stock holder should immediately investigate. The discrepancies are normally due to:-</p> <ol style="list-style-type: none"> 1. Cross issue 2. Cross posting 3. Wrong posting 4. Leakage 5. Shringe / 6. Material not traceable at the time of verification <p>In case of storage or excess noticed in departmental or surprise verification, departmental stock sheets have to be prepared with due explanation and sent to accounts.</p> <p>As for as the accounts verification is concerned the A S V adjust the cords immediately showing the actual ground balances. As regards departmental verification is concerned the adjustment is made by posting of departmental stock sheets.</p>						

18.	<p>पी.एन.एम. P.N.M</p> <p>It was founded by Shri V V giri in the year 1951 when Shri Lal Bahadur Shastri was the railway minister with a view to maintain contact with organized labour and resolve disputes and differences arising between organized labour and administration. The meeting between the organized labour and railway administration are arranged in three tiers viz Zonal Railway level, the railway board level and the Ad hoc tribunal level.</p> <p>In zonal railways the organized labour have access to the divisional, workshop and headquarter Officers of Railway administration including the General Manager. The details are as under;-</p> <table border="1" data-bbox="407 621 1456 1696"> <thead> <tr> <th data-bbox="407 621 732 701">Levels</th> <th data-bbox="732 621 1070 701">Chairman and Secretary</th> <th data-bbox="1070 621 1456 701">Details</th> </tr> </thead> <tbody> <tr> <td data-bbox="407 701 732 1098">Hqrs</td> <td data-bbox="732 701 1070 1098">GM/ CPO</td> <td data-bbox="1070 701 1456 1098">Meeting is held once in three months and often if necessary. Seperate meeting is held with NRMU and URMU. Prior approval of GM is necessary for items to be discussed. Individual cases are not permitted for discussions.</td> </tr> <tr> <td data-bbox="407 1098 732 1654">Div</td> <td data-bbox="732 1098 1070 1654">DRM/ SR DPO</td> <td data-bbox="1070 1098 1456 1654">Meeting is held once in two months. Total no of persons for discussions from union should not normally exceed 15. Nopt more than two persons should be from each branch. One branch should not discuss more than 6 subjects. Individual cases are not permitted for discussions. but DRM can discuss without notice</td> </tr> <tr> <td data-bbox="407 1654 732 1696">W/shop</td> <td data-bbox="732 1654 1070 1696">CWM DyCPO</td> <td data-bbox="1070 1654 1456 1696">-do-</td> </tr> </tbody> </table>	Levels	Chairman and Secretary	Details	Hqrs	GM/ CPO	Meeting is held once in three months and often if necessary. Seperate meeting is held with NRMU and URMU. Prior approval of GM is necessary for items to be discussed. Individual cases are not permitted for discussions.	Div	DRM/ SR DPO	Meeting is held once in two months. Total no of persons for discussions from union should not normally exceed 15. Nopt more than two persons should be from each branch. One branch should not discuss more than 6 subjects. Individual cases are not permitted for discussions. but DRM can discuss without notice	W/shop	CWM DyCPO	-do-
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19.	<p>रिटायरमेंट बेनेफिट्स Retirement benefits</p> <p>Ans:- Every railway employee is eligible for following retirements benefits.</p> <ol style="list-style-type: none"> 1. Provident fund + Voluntary Provident Fund, if any, wi8th interest. 2. Gratuity 3. Pension 												

	<ol style="list-style-type: none"> 4. Commutation of Pension 5. Family Pension in case of death 6. Dearness relief on original Pension 7. Leave Salary 8. Group Insurance 9. Deposit linked insurance in case of death 10. Settlement pass 11. Post retirement complimentary pass 12. Transfer grant 13. Packing allowance 14. Traveling allowance 15. Medical contributory health scheme 16. Rest house and holiday home facilities 17. Facility to join Rly. Institutes and Clubs.
20.	<p>कॉन्ट्रैक्ट Contract</p> <p>When two or more persons have a common intension communicated to each other to create some obligation between them, there is said to be an agreement. An agreement mayor may not be enforceable by law. 'An agreement', which is enforceable by law, is termed as a "contract". A valid contract must contain the ten valid elements, which 'are:</p> <ol style="list-style-type: none"> 1. Offer and acceptance 2. Intention to create legal relations 3. Lawful consideration 4. Capacity of parties 5. Free Consent. Any agreement/contract entered by force is illegal. 6. Lawful object 7. Writing and registration 8. Certainty 9. Possibility of performance 10. Not Expressly Declared Void