

SOUTH WESTERN RAILWAY

Headquarters Office,
Safety Department,
Hubli - 580 020.

No.T.389/ABCD Categorization.

Date: 18-05-2004.

SAFETY CIRCULAR NO.2

Sub: Classification of Operating Staff into A, B, C and D categories.

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Railway Board have recently reiterated the instructions issued for classification of operating staff into A,B,C & D categories for its proper implementation in the field vide their letter No.2003/Safety-I/12/3, dtd.28/04/04. This has also been recommended by the CRS and CCRS in their final report of rear end collision between 7064 Up Express and Parli Box N goods train at Ghatnandur station of Secunderabad Division of South Central Railway on 03/01/2003 that "Railway Board's instructions for classification of staff and their periodical review based on their safety records should be strictly adhered to."

The policy instructions for classification of operating staff and their periodical review have already been submitted to all divisions for implementation as circulated by the Railway Board vide their letter No.2002/Safety-I/18/2, dtd.21/02/2002. But it has been observed during the inspections by the officers at all levels that the classification of operating staff is not being done as per the Railway Board's guidelines as mentioned above.

Failure of operating staff involved in train passing duties can result in serious accidents and loss of human lives. In this context, it is essential that a proper system of monitoring and upgradation of such operating staff is instituted. It is, therefore, proposed to introduce A, B, C & D categorization for train passing staff for the purpose of better and more effective monitoring of comparatively inefficient staff as also to upgrade their knowledge and competence. It was also instructed initially that categorization of staff should be completed within 6 month's and compliance reported latest by 31/08/02. But till date no proper system of classification of operating staff is in vogue on the divisions and the system of Gradation, Monitoring, Upgradation, Inspections, Advice to staff and Award and punishment differ from station to station and division to division.

In order to maintain uniformity and effective classification of operating staff on the zone, it is essential that the following instructions should be adhered to strictly. This will also help in upgrading knowledge and competence of comparatively inefficient staff.

The instructions issued by the Railway Board should be followed in letter and spirit to have the proper monitoring of the operating staff so that they should discharge their duties correctly and effectively in the field.

(A) **METHOD OF CLASSIFICATION:**

1. All Operating Staff involved in train passing duties shall be classified under one of the four heads - 'A', 'B', 'C' and 'D'. Categorization will be made after an analysis of performance of that employee for the last 6 months. The important parameters to be taken into account while analyzing the performance of the employee along with the weightage of each is given below. The classification shall be done on the basis of 100 marks and marks for each parameters shall be as follows:

(i)	Knowledge of Rules	-	25 Marks
(ii)	Alertness and observance of rules	-	25 Marks
(iii)	Safety Record	-	15 Marks
(iv)	Leadership and Management	-	15 Marks
(v)	Discipline	-	10 Marks
(iv)	Appearance & neatness	-	10 Marks

2. Staff shall be graded based on the total marks received. The gradation shall be as under:

Category 'A'	80 and above
Category 'B'	50 to 79
Category 'C'	49 to 26
Category 'D'	25 and below

All known alcoholics shall, however, be classified only in 'D' category, irrespective of marks received by them in other aspects of working.

(B) **SYSTEM OF GRADING:**

1. The gradation of staff shall be made by the following:
 - (i) The SS/SM in-charge of a station shall grade all Group-D staff working under his control.
 - (ii) Group-C staff including ASMs, Switchmen shall be graded by the TI of the Section or the Supervisory in grade Rs.7450 - 11500.
 - (iii) SSs in grade Rs.7450 - 11500 shall be graded by AOM (G).
2. To ensure that the system is fair and objective, all classifications made by the SM/SS/TI shall be countersigned and accepted by the next higher authority within 6 months.

(C) **SYSTEM OF MONITORING:**

1. A separate register shall be opened and the performance of the employee shall be recorded every 6 months. Record of performance shall be seen by the next higher authority once a year. This review shall decide the further course of action to upgrade staff, wherever necessary.
2. Staff classified as Category 'D' staff shall be monitored on a monthly basis by SM/SS/TI.
3. Staff classified, as Category 'C' staff shall be monitored on a quarterly basis by the SM/SS/TI.
4. A copy of the record of classification of Category 'C' and 'D' shall be maintained by AOM(G)/DSO. Their record of performance shall be upgraded by the TI on a 6 monthly basis and reviewed every 6 months by the AOM(G).

(D) **SYSTEM OF UPGRADATION:**

1. All attempts should be made in upgrade staff in 'D' and 'C' categories. In this context, wherever staff has been classified as category 'C' or 'D', inputs of knowledge, counseling and monitoring shall be done by the next higher authority. Safety Counselors must make special efforts for upgrading staff classified as Category 'D'. The inputs given to the employee in a 6 month period shall be tabulated and a record maintained and reviewed by the DSO every year.
2. During monthly Safety Meetings conducted at stations, areas of weakness of the staff on the basis of which they have been classified in a lower category must also be discussed, along with ways to upgrade the same.
3. In the case of 'D' category staff where inputs cannot be given at the Divisional level, they shall be sent for Refresher Courses at more frequent intervals to be decided by the DSO based on the competence and knowledge seen during the time of analysis.

(E) **INSPECTIONS:**

The inspection reports of SM/TI/AOM(G) should specifically deal with the categorization of staff and attempts to upgrade and reasons for downgrading of staff.

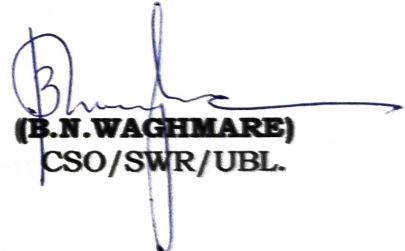
(F) **ADVICE TO STAFF:**

Details of 'A', 'B', 'C' and 'D' classification must be notified to the concerned staff. However, the records should be maintained and handled by the Station Superintendent personally.

(G) **AWARD AND PUNISHMENTS:**

1. To ensure that this system not only results in a higher level of competence, but also becomes a self-motivating factory, it is proposed that any staff categorized as 'D' or 'C' who within a period of 6 months, upgrade himself to 'A' category, would be entitled to a suitable appreciation letter.
2. For being considered eligible for annual safety award, staff who have consistently maintained themselves in Category 'A' should generally be considered.
3. Categorization of staff should be taken into consideration while filling up the columns pertaining to Safety Consciousness etc. in the Annual Confidential Reports.
4. However, staff who do not upgrade themselves despite inputs of knowledge, training and monitoring, need to be taken up suitably. Review of their service should be done and wherever necessary, their retirement from service should be planned as per existing rules.

Above instructions should be adhered to strictly for effective classification of operating staff and its proper monitoring and report compliance.


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