

S. No.	Item No.	Minutes Recorded	Remarks to the Minutes recorded	Section
1	2.1	Surrender of 50% of total non-safety vacancies: (RB Lr. No. E(MPP) 2018/1/1 dated 02/07/2020 - RBE No. 48/2020):. GM advised that, DRMs and PHODs need to identify the number of non-safety posts in different categoriies in recruitment grade with respect to existing non-safety vacancies for meeting surrenger target of 50% non-safety vacancies. The p[osts to be surrendered by the Divisions can be utilized by respective Divisions for creation of all pending proposals of safety category posts in their Divisions as the number of safety category posts to be created on SCR is more than 330. The Surrrender of non-safety vacant posts needs to be completed by 31/08/2020.	This division has surrendered 42 posts against the annual surrender of 1% and it was more than 2% of the Sanctioned strength. The action plan regarding the surrender of the 50% of the vacancies will be chalked out after the detailed survey of the Post Covid Circumstances, as the existing staff may not be sufficient to reach the requirements owing to the social distancing and other unavoidable circumstances arising out of the Covid-19 pandemic. As of now division will ensure the surrender of 1% of the sanctioned posts as done every year.	General
2	2.2	Review of RRB indents of non-safety category: (RB Lr. No. No2020/E(RRB) /25/15 Dt. 09/07/2020) Non- safety posts indents pending at RRB needs to be critically reviewed vis-a-vis the need of these posts by the DRMs for their Divisional Units and PHoDs for other units. The revised requirement may be advised to PCPO by 01/08/2020.	An online indent for 291 posts of CCTC in the entry cadre and 301 of Sr. CCTC is pending with RRB in the entry cadre. The critical analysis of the exact requirement will be possible after the normalcy from Covid-19 Pandemic. The detailed study will be conducted to review the requirement.	General

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3	2.3	Review of newly created non-safety posts: (Rly d. Lr.No. E(MPP)2018/1/I, Dated 02/07/2020 - RBE No. 48/2020).: DRMs to review non-safety posts created in last two years, where no action has been taken for recruitment and advice the psts whcih can be surrendered to PCPO by 14/08/2020.	All the posts created during last 2 years are work charged posts and the cost of the staff is borne by the siding authorities.	General
4	2.4	Surrender of Manpower of against pending work study reports: (Rly Bd.Lr.No. E(MPP)2012/1/40 dt.01/11/2019: The pending work studies of 2017-18 and 2018-19 need to be closed duly surrendiering the recommended number of posts in case either they do not belong to Safety Category or there is no activity / work intended for those posts, by 31/08/2020. These surendered posts money value can be utilised to create safety category posts against increased workload.	No work study reports are pending with this division as of now. The reply to the work study report for surrender of 61 posts in commercial cadre is sent to Hqrs on 28.01.2020.	General

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5	2.6	Review of ECRC & Group 'D' category staff: Divisions to undertake detailed exercise in view of continual decline in sale of tickets across the PRS counters due to increase in e-tickets, for assessing the net requirement of ECRC category. Wherever feasible, inquiry activity needs to be outsourced. Similarly, requirement of Group 'D' Commercial Staff is to be critically reviewed and right sized the strength duly outsourcing these activities. This review exercise to be completed by 0/09/2020.	There are 30 PRS alone locations over the Division. The workload will be reviewed and will be examined for reduction of counters basing on the post corona trends. Critical review will be conducted after all the trains are regularised.	General
6	2.7	Review of manpower in Zonal Head Quarters and Divisional Headquarters Offices: DRM and PHoDs may critically review the work load of all the non-technical posts in view of computerisation process (e-office, VCs & online training through MS TeamsWebex, SPARROW, IREPS, COA, FOIS, ICMS, IPAS, CIPS, IR-WAMS, e-DAS, HRMS) and need to reduce the man power strength accordingly. The money saved on this account can be utilised in creating equivalent manpower on safety categories. This review exercise to be completed by 30/09/2020.		All Sections & CCI/Staff

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7	2.9	Regularisation / Surrender of unsanctioned posts: All the unsanctioned posts being operated have to be either regularized or discontinued within next couple of months. No unsanctioned post to be operated beyond 30/09/2020.	There are no unsanctioned posts over this division.	General
8	2.10	Review of re-engaged staff: (RB Lr. No. E (NG) II/2007/rc-4coe/1(Pt.dated 10/07/2020): Re-engagement of Retired staff shall be avoided in place of vacancies, as the cost of hiring is very high. Instead, outsourcing of those activities or any activity equivalent load to that those activities may be looked into. Except ASMs and paramedical staff, all other category staff re-engagement may be brought down to least possible / Nil.	This division has terminated all the 48 Re-engaged staff working in all the commercial units such as enquiries, announcements and gate manning etc.,	General
9	2.11	Re-deployment / Merging / Mult-tasking of different categories within the Department: Multi skilling of on-board staff is also to be looked into by PCME, PCCM & PCPO, thereby reducing the number of staff travelling on board.		General

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10	5.2	e-Office: Barring exceptional matters, all the correspondence has to be done by Sub-Divisional, Divisional and Zonal Officers on e-office only. All the previous manuscript files have to be scanned and diarised to the current e-Office files. Standardisation of E-Office Subjects: Existing e-office files, which are related to one subject, are to be merged either by diarising or by an attachment to one standard subject file, in order to maintain traceability and integrity of all correspondence & noting connected to that subject. The above exercise shall complete by 31/07/2020.		All Sections
11	5.3	The Vehicles (departments and hired) available at present may be critically reviewed to reduce the revenue expenditure by 20% of last financial year. The above exercise shall complete by 30/09/2020.	There are only 03 road vehicles hired on contract basis for essential use on Commercial Department. Their payment is being done on actual or minimum utilization as per the agreement conditions.	Stores
12	5.4	In view of implementation of e-Office, IREPS, E-Das, IRWCMS, the requirement of printers to be minimum. New procurement against replacement to be avoided. Similarly stationery imprest to be brought to less than 50% during this Financial Year.		All Sections & Stores
13	5.5	No new furniture & other furnishing items, Computers & other peripherals, even on replacement are to be procured during this Financial year.	Noted.	Stores

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14	5.9	GM advised to review the utilization of Flag / Halt stations and NSG6 stations and explore feasibility of downgrading / Closing with provision of IB signal to contain the operational and maintenance expenditure. This review exercise to be sent to H.Qrs by 31/10/2020.		Passenger
15	6.1.4	Critical review of NSG-6 stations and Halt stations construction in new lines. If required operationally, IB signalling may be provided at that location to reduce the cost of construction, recurring revenue		Passenger
16	7.3	Suspense Balances (Mark-E): PFA mentioned that unsanctioned posts related to work-charged (value of Rs.1.53 Cr.) and Revenue (value of Rs.8.0 Cr.) is operated. These need to be regularised for the period up to March / June 2020. GM advised that, all the unsanctioned posts being operated need to be either regularised or discontinued within next couple of months. No unsanctioned post to be operated beyond 30/09/2020.		General
17	7.6	Regarding MAR claims, PFA mentioned that Rs.37.37 Crores have been paid to RCT and sought the details of disposals to clear this amount from the Suspense. PCCM mentioned that, about 27.11 Cr. have been disposed against 237 pending claims and details for balance amount (10.25 Cr.) would be shared after receiving from RCT.		Goods

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18	8.1	PCPO mentioned that 50% of non-safety vacancies need to be surrendered as per Railway Board's guidelines. Out of which, deduction of indents pending at RRB (1588) and various modes of departmental filling (GDCE/LDCE/Rankers) are to be factored. Each unit has to surrender around 25-35% of existing non-safety vacant posts. AGM advised that the vacancies filled up against GDCE/LDCE/Rankers quota need not be considered for discounting in number of surrendered posts, as existing Railway staff will go up in the same cadre ladder and hence, net vacancies will be the same.		General
19	9.2	PCCM mentioned that, all Group D posts on SCR would be surrendered, provided wherever there is activity, out sourcing to be entered into / continued against that activity		General
20	18.3	DRM/HYB proposed the idea to utilize Ticket Checking Staff working in Squads alternatively for Amenities and other duties, as the total emoluments of Squad TTEs per month is Rs.59 lakhs, which is more than the earnings achieved per month viz., Rs.56 lakhs. GM advised DRM/HYB to submit the comprehensive proposal to PCPO and other PHoDs concerned for detailed study. Similarly other DRMs may give their suggestions, if any, to PCPO by		General

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21	21.3	<p>DRM/GNT mentioned that critical review of existing uneconomical halt stations (Gudipudi, Mandapadu) and Flag station (Pallikona) has been carried out and recommended for closure / downgrading, in order to reduce Commercial Staff and Station maintenance expenditure. GM advised all DRMs to carryout similar exercise in their Divisions to reduce the expenditure by 31/10/2020.</p>		General
22	22.5	<p>DRM/GTL suggested following ideas to control expenditure: Rate of TA/NDA/OT allowances may be reduced by 50% for this year. Minimum KMA shall be dispensed with or paid on actual basis for this year. Medically de-categorized staff shall be discouraged & to be posted to other Divisions on bottom seniority for min. 10 years. No benefit of Running Allowance to be given. Basic Rules of HOER shall be revisited & job analysis to be done in view of improved working environment and use of technology in all spheres of working. No further recruitment of Ministerial staff and all vacancies to be surrendered. Unification / Integration of On Board Train Staff (TTEs, RPF Escort, AC Attendant, OBHS, etc.,) No. of Running Rooms / Crew Changing Points to be reviewed, in view of increased doubling / electrification. No of locations of ART/MRVs to be reviewed.</p>		General

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23	23	<p>Improvements to Goods Sheds: GM advised DRMs to initiate following action to improve goods sheds. All Divisions shall pick up 2 to 3 Group I category Goods Sheds and 3 to 5 Group II category Good sheds in their Divisions and plan for improving basic improvements like waer supply for wash rooms, provision of lunch room with fixed seats / tables, pot holes repairs for movement of trucks, plantations, modular type toiletss as per norms, by using contingency funds under various revenue works & plan head works. Divisions should actively look for private parties who are willing to make investment in Goods sheds on revenue sharing basis. Certain policy guidelines are expected on this issue from Board. Terms and conditions of such lease arrangements need to be worked out by discussions with poternal investors. Proposals with estimates, for substantial improvements in identified goods sheds, by using contingency funds, be finalised by 10/08/2020 and sent to PCCM.</p>		Goods