



JOINT PROCEDURE ORDER

No. MRTS/E.322/13 (TR)/M. Man Loan Basis/Pl. I

Dated 03.01.2013.

1. Metro Railway/Kolkata have been inducting Motormen through two different modes to meet the requirement:

- (i) Direct recruitment through RRB.
- (ii) Induction of suitable running staff (optees) from South Eastern Railway and Eastern Railway on loan basis for specified period, keeping the lien of these staff with their parent railway, to work as Motorman in Metro Railway/Kolkata.

The cadre of running staff in Metro Railway was formed vide Metro Railway's O.O. No. MRTS/E.81/Cadre dated 25-05-2006. Running staff from SER and ER who were working in Metro Railway at that time and who opted to remain with Metro Railway were permanently absorbed in the cadre along with the direct recruits. There has been subsequent direct recruitment as well as induction from SER and ER on loan basis to meet the requirements. As on 01-08-2012, the sanctioned strength of Motormen in Metro Railway/Kolkata vis-à-vis the actual position is as under.

Category	Pay Scale	Sanct. Strength	On-roll	Remarks
Motorman (including drafted Crew Controller & Loco Controlier)	`9300-34800 (GP - 4200) + 500 (Spl. Pay)	301	168 (M/man - 156 CC - 8 LC - 4)	(i) 140 nos. belonging to Metro Cadre. (ii) 28 nos. taken on loan from SER having lien with SER. (iii) Out of 4 LCs, 3 are medically de-categorised M/men)

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2. Considering the difficulties associated with the present arrangement, policy guidelines have been issued vide Railway Board's letter no. 2003/Elect(TRS)/225/7 Pt. dated 31-05-2012 laying down the following procedure regarding induction of Motormen in Metro Railway/Kolkata.

- (i) Motormen of Metro Railway may not be directly recruited further as is being done now. Existing directly recruited staff may continue in the cadre till superannuation.
- (ii) Future requirement of Motormen for Metro Railway may be inducted from ER & SER on loan basis, as this arrangement is considered to be suitable for Metro Railway's requirement.
- (iii) ER & SER are advised to include the crew requirement of Metro Railway during crew review and indents be placed on RRB accordingly.
- (iv) The no. of crew required from ER and SER for Metro Railway may be decided jointly by these Railways.

3. Railway Board vide their letter no. 2003/Elect(TRS)/225/7 Pt.II dated 11-07-2012 have further instructed that *the willing candidates who opted for Metro Railway shall work there on loan basis with their lien and seniority maintained in the parent Railway and they will be reverted back to parent cadre on promotion to Mail/Express driver before superannuation unless they refuse promotion in which case they can confirm to work as Motorman [equivalent to LP (Passenger)].*

4. In their letter dated 11-07-2012 Board have directed that detailed modalities related to calling of options, channel of promotion & repatriation to parent Railways be decided jointly by ER, SER & Metro Railways. Accordingly, this JPO is being issued.

5. Procedure for Induction of Motormen:

- 5.1 Metro Railway will carry out an annual crew review in the month of April and assess the requirement of additional Motormen to be inducted during the year. The crew review will take into account the requirement to run additional services during the year. After sanction of the additional posts required as per the crew review, Metro

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Railway will intimate ER & SER with a break-up of 50% of the total requirement on each of these Railways. This process shall be completed by the end of April.

5.2 On getting the position from Metro Railway, ER & SER will call for options from Electric Loco Pilot (Goods) having Pay Scale ₹9300-34800 (GP - 4200) and Electric Loco Pilot (Passenger) having Pay Scale ₹9300-34800 (GP - 4200) + 500 Spl. Pay, to work as Motorman having Pay Scale ₹9300-34800 (GP - 4200) + 500 Spl. Pay in Metro Railway on loan basis. Simultaneously, ER & SER will include equivalent no. of ALPs while placing their indent on RRB for recruitment of ALPs. The following qualifying criteria shall be kept while calling for options.

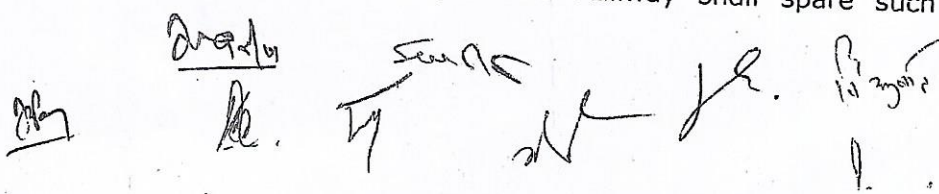
- (i) The candidate should have been inducted into Railway as Assistant Loco Pilot (ALP) through RRB.
- (ii) The candidate should fulfil any other additional norms for selection as Motorman as circulated by Railways time to time.

5.3 The list of eligible candidates shall be forwarded by ER/SER to Metro Railway by the end of July. If any of the eligible candidates has not already passed the aptitude test prescribed for Motorman, he shall be required to undergo the test. Metro Railway shall co-ordinate with the respective SSO/JSO(Psycho) and arrange for dates of aptitude test for such candidates and intimate ER/SER. ER and SER shall arrange to send the candidates accordingly for the aptitude test. Candidates, who pass the test, shall be immediately spared by ER/SER to work as Motormen in Metro Railway on loan basis. In case the number of eligible optees is more than the requirement, sparing will be done on seniority basis. The seniority shall be decided on the basis of the date of appointment as ALP. The staff spared from ER/SER shall be posted on temporary basis against the vacancies existing in the sanctioned strength of Motormen in Metro Railway.

5.4 The LP (Goods) who are spared to Metro Railway on loan basis will have to undergo the prescribed Initial Course of 24 weeks in Metro Railway before actual working. If any of such LP (Goods) does not pass the Initial Course, he will be returned back to his parent Railway and the parent Railway will spare another suitable optee in lieu.

5.4.1 The optees who have failed in the prescribed initial course of Metro Railway, shall not be eligible for any claims other than the normal salary and allowances prescribed for pre-promotional training and as permissible as per Railway Board.

5.5 Lien and seniority of the staff spared to Metro Railway on loan basis shall be maintained in their parent Railway. Metro Railway shall spare such staff for



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appearing in selection tests etc in their parent Railway, as and when called for, unless the staff submits a refusal in writing for appearing in such selection.

- 5.6 Any of the LP (Goods) working on loan basis as Motorman in Metro Railway, who gets promoted as LP (Passenger) / Motorman, Pay Scale 9300-34800 (GP - 4200) + 500 Spl. Pay, in his parent Railway, shall continue to work as Motorman in Metro Railway on loan basis in the same Pay Scale, till he gets promoted as LP (Mail/Express) in his parent Railway or selected / opted for any other higher grade.
- 5.7 The service period of such Motormen (working on loan basis) in Metro Railway shall be counted for all purposes of selections conducted by his parent Railway and also towards his total qualifying service.
- 5.8 It will be the responsibility of CEE/Metro Railway to ensure that staff are released for selection on parent division and if selected, either relieve them or sent their refusal within one month.
- 5.9 As and when any of such Motormen (working on loan basis) in Metro Railway gets promoted as LP (Mail/Express), Pay Scale 9300-34800 (GP - 4200) + 1000 Spl. or any other higher grade Pay, in his parent Railway, he shall be released by Metro Railway to join back his parent Railway unless he submits a refusal in writing for such promotion and an undertaking to confirm that he is willing to continue to work as Motorman [equivalent to LP (Passenger)] in Metro Railway. In case of such refusal, the staff shall forego his promotion in his parent Railway for one year. Promotion after one year will be subject to continued validity of the panel in which he is borne; otherwise he will have to appear again in the selection as per extent rule (Para 224 of IREM).
- 5.10 Till such time eligible candidates are available in the existing Motorman cadre of Metro Railway, Kolkata, Motormen on loan basis in Metro Railway shall not be considered for promotion in Metro Railway to the post of Loco Inspector (Pay Scale 9300-34800, GP - 4600).
- 5.11 Since optees shall be working in Metro Railway on loan basis, they shall be repatriated back to their parent Railway at least a year before their due date of

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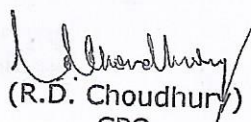
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retirement. The parent Railway shall arrange for replacement optee/s thereof to fill up the vacancy/vacancies in Metro Railway.

5.11.1 In case no candidates are available from the existing Motorman cadre of Metro Railway, fresh optees for the grade of LI shall be called for from ER & SER in the ratio 50:50.

5.11.2 Metro Railway shall not promote any motorman of ER / SER working on loan basis on their own.

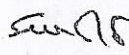
5.12 The parent Railway shall fill up the vacancies created in its LP (Goods) / (Passenger) cadre arising out of sparing of the optees to Metro Railway. This includes the LP (Goods) / (Passenger) of ER/SER who are already working as Motormen on loan basis as on 01-08-2012.


(R.D. Choudhury)
CPO
Metro Railway

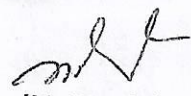

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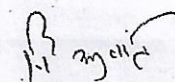

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No. MRTS/E.322/13(TR)/M.Man Loan Basis

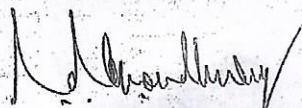
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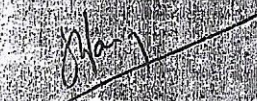
Correction Slip no.1

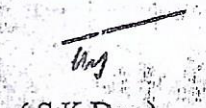
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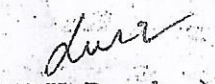
JPO no. MRTS/E.322/13(TR)/M.Man Loan Basis /Pt.I dated 03-01-2013

Existing para	As corrected
Para 5.4 : The LP(Goods) who are spared to Metro Railway on loan basis will have to undergo the prescribed Initial Course of 24 weeks in Metro Railway before actual working. If any of such LP (Goods) does not pass the Initial Course, he will be returned back to his parent Railway and the parent Railway will spare another suitable optee in lieu.	Para 5.4 : The Loco Pilots, who are spared to Metro Railway on loan basis will have to undergo the prescribed Initial Course of 24 weeks in Metro Railway before actual working. If any of such Loco Pilot does not pass the Initial Course, he will be returned back to his parent Railway and the parent Railway will spare another suitable optee in lieu.

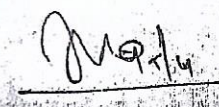

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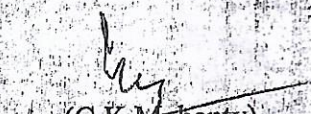

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Metro Railway
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Date: 21-02-2011

No. MRTS/E.322/13(TR) Pt VI

The Chief Personnel Officer
All Zonal Railways.

Sub.: Induction of Motorman PB2 ₹9300-34800/-; GP- ₹4200/-
in Metro Railway, Kolkata for a period of two years on loan basis.

.....
This Railway is in urgent need of quite a good numbers of Motorman to meet the additional requirement of Running Staff. While indents for direct recruitment have been placed on RRB, actual availability of staff may take minimum two years. This being an acute operational exigency, you are requested to examine the feasibility of sparing some of the existing Loco Pilot (Goods/Pass) or Motorman in PB2; GP- ₹4200/- who are willing to serve Metro Railway as Motorman, as per the conditions stipulated below:

1) The applicants should be working as Loco Pilot (Goods/Pass) or Motorman in PB2; GP- ₹4200/-.

2) Should be B.Sc with Physics as one of the main subjects or a diploma in Electrical/Electronics/Mechanical /Engineering recognized by AICTE. Graduates in Electrical/Electronics/Mechanical/Engineering are also eligible.

3) They should be free from SPE/Vig. DAR cases

4) The period of working in Metro Railway will be for a minimum period of two years. However, they may be repatriated to their parent cadre in administrative exigency even before the period of two years. Their lien shall continue to be maintained on your railway.

5) They will not have any claim or right to continue their services in Metro Railway.

6) Eligible candidate(s) who desire(s) to seek absorption in Metro Railway if situation so arises in future will have to exercise clear option for acceptance of bottom seniority below all existing Motorman in PB2; GP- ₹4200/- on the relevant date.

7) Age should preferably be below 45 years as on 01.01.2011.

This may kindly be given wide circulation amongst staff of your railway and applications received from willing staff may kindly be consolidated and forwarded to this office for further necessary action.

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Dy. Chief Personnel Officer
for Chief Personnel Officer