

60918/2025



File No.SR-TVC0MECH(GENL)/77/2020-O/o SR.DME/TVC/SR

दक्षिणरेलवे/ Southern Railway

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मंडलकार्यालयDivisional Office

यांत्रिकशाखाMechanical Branch

तिरुवनंतपुरमThiruvananthapuram

दिनांक Dated: 03.03.2025

No.V/M. Vig

Dy.CVO/M/HQ

Sub: Investigation Report and suggested system improvements

Ref: Your letter No. VO/PC/M/2024/11/01240/TVC dated 23.01.2025

As per the letter referred to above, remarks on system improvements received from SSE/G/ALLP are attached for kind information.

Encl: 1.

Digitally Signed by Rakesh

K Prabhu

Date: 03-03-2025 10:37:49

(राकेश के. प्रभु, Rakesh K. Prabhu)

वरि.म.यां.इंजी./समन्वय/तिरुSr.DME/Co-ord./TVC

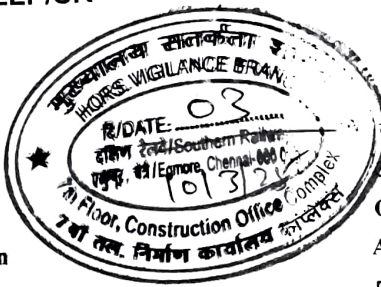
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दक्षिण रेलवे/त्रिवेन्द्रम मंडल

Southern Railway/TVC division

सं./No.V/M/3/ALLP/General



विभिन्न सेक्शन इंजीनियर(के व वै) का कार्यालय

आलप्पुझा

Office of the Senior Section Engineer(C&W)

Alappuzha

Date: 28.02.2025

CDO/ERS

SUB: Investigation report and suggested system improvement- Submission of Remarks
Ref: No.V/M. Vig dt:03.02.2025

1.A movement register was not maintained

The depot had no history of maintaining a movement register in any time. But all the staff movements were very well recorded in the EDP register. However as per the advice of Vigilance a new movement register is introduced w.e.f 07/12/2024 and all staff movements are updated promptly. EDPs are issued for clear and specific reasons only.

2.Shift assignments - The continuous assignment of evening and night shifts

Maximum activities of the depot is happening in the night shift. To ensure availability of maximum staff in the night, evening - night shifts was assigned to all staff (with their consent only). Moreover, that was safe since that avoided movement of staff in the late night (almost 60% of the staff are women employees). However continuous assignment of evening- night shift was stopped w.e.f 01/12/2024 as per the advice of vigilance.

3.Attendance, leave marking and processing through HRMS

The depot had no history of maintaining attendance register where all staff names are entered. Instead, separate ON/OFF registers were maintained for pit line and platform where all duty staffs' names were entered and signed. A separate muster-roll was maintained in which each staff is assigned with each page and their duty hours, leaves, rests etc. were marked promptly. Vigilance has not found any discrepancy in these registers. But as they have commented that all staffs' Shiftwise duty hours and absence period in a particular day to be available in a single register, a new attendance register is opened which includes all staff names, their duty hours, leaves, rest, online movement etc.

LEAVE APPROVAL THROUGH HRMS & UPDATION – Staff are submitting leave request to SSE/G through HRMS. Due to supervisor shortage, as SSE/G is available for maximum 3 days only in a week (remaining night duties), leaves are dealt over phone. Hence daily updating of leaves by sanctioning through HRMS is not possible. Instead leave days are kept blank in the attendance register and are updated when SSE/G is available on duty.

JAYAKUMAR M G

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SSE/C&W/ALLP