

EASTERN RAILWAY


NO E 487/0/ Pt. - IV

Kolkata, dated 16/ 03 /2012

ALL CONCERNED

Sub:-	Classification of railway servant under the Railway Servant (Hours of work & Period of Rest) Rules, 2005
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The following copy of Board's letter No 2012/ E (LL)/HER/3 dated 07.03.2012 addressed to GM All India Railway and others is forwarded herewith for information guidance and necessary action. Board's earlier dated 28.06.1974 is also enclosed.



(K. D. Biswas)
Dy. Chief Personnel Office / WS
for CHIEF PERSONNEL OFFICER

DA: As above

Copy of Railway Boards letter No 2012/ E (LL)/HER/3 dated 07.03.2012 addressed to G.M. All India Railway and others.

Sub:- Classification of railway servant under the Railway Servant (Hours of work & Period of Rest) Rules, 2005

Your attention is invited to instruction contained in this Ministry's letter No. E (LL) 73/HER/ 33 Pt. A. II dated 28.06.1974 (copy enclosed) regarding procedure for change of classification and job analysis. In the recent PNM of AIRF held on 23/24.02.2012, the staff side had pointed out that the Railway Administration are changing classification of Railway Servant without following due procedure.

In view of the above, the instructions issued in the letter referred to above are reiterated. It may be ensured that whenever change of classification under Railway Servant (Hours of work & Period of Rest) Rules, 2005 is resorted to, instructions issued on the subject from time to time may be kept in view.

DA: As above

Copy of Railway Boards letter E (LL) 73/HER/ 33 Pt. A. II dated 28.06.1974.

Sub:- Mechanics of Job- Analysis

In this communication I am referring to certain important aspects concerning job analyses which are based on the observations made by the Railway Labour Tribunal 1969.

2. The Railway Labour Tribunal 1969 has listed the following four methods of Job analysis :
- Rough assessment method.
 - Representative method.
 - Method of issuance of certificate by executive officer.
 - Factual job analysis.

While the first three methods have the advantage of quickness, particularly when the requirement is

Contd... 2

to obtain temporary result, the last method is preferred by the Tribunal as most suitable. The Tribunal does not rule out the employment of other three methods particularly when there is a huge back-log of classification work pending disposal.

3. The method of factual job analysis has been recommended by the Tribunal when the employee concerned raise objections against the results obtained by other three method and particularly when the job analysis results in down-gradation.

4. As to the mechanics of the job analysis the following points may be noted :-

- (i) The collection of data should be should be objective.
- (ii) The factual job analysis should be conducted for 72 hours.
- (iii) The day on which job analysis are to be carried out should be carefully chosen in order that normal workload and the normal time span in which duties performed are taken into account.
- (iv) Duty list of the staff carefully prepared should be consulted by HER staff in charge of job analyses.
- (v) Past records of should be consulted with a view to ensuring that the results obtained are correct
- (vi) The correctness of results obtained in Job analysis should not be vitiated by improper standardisation or arbitrary and artificial reduction in period of action.
- (vii) The association of Executive Officer and Accounts Officer in the final decision making process unexceptionable.
- (viii) The period of action should clearly indicate those on sustained attention when a worker may not be physically active.

5. Besides the points made out, certain specific decision have been given by the Tribunal in regard to -

- a) machinery for classification ;
- b) date of effect of job analysis; and
- c) rosters.

On those subject further communication will follow.

INDEX NO. 1041: Classification of railway servant under the Railway Servant (Hours of work & Period of Rest) Rules, 2005 and Mechanics of Job- Analysis.