Modified SRS of SUBURBAN Module

1) **ROLES-**

   At present CMS provides for two types of roles
   - Each role has different functions
   - Supervisor- one who performs functions like TA preparation, Sign On/Off approval, Nonrun etc. TNC- one who performs functions like manual entry, crew acknowledgement etc.

WR	CR	ER
Single Role Functions to be merged and a combined list of function to be displayed on login by CC (Crew Controller) or Deputy SS (Station Superintendent)	Single Role Functions to be merged and a combined list of function to be displayed on login by CC (Crew Controller) or Deputy SS (Station Superintendent)	Two Roles Separate list of function to be displayed on respective login

2) **24 Hours Day Plan**-

   Day plan is already available in suburban module.

   It shows 48 hrs planning. Planning can be tentative, approved but not executed or approved and executed. They are distinguished through following colour coding:-
   - i) Approved and executed – colour 1
   - ii) Approved but yet to be executed for today - colour 2
   - iii) Approved but yet to be executed for next day - colour 2
   - iv) Tentative (based on set link/crew link) - colour 3

   The Day Plan form displays the following fields:-
   - i) Set No.
   - ii) Set Type
   - iii) Sign On Station
   - iv) Sign off Station
   - v) Sign On Time
   - vi) Sign Off Time
   - vii) Duty Hours
   - viii) Crew Id
   - ix) Crew Name
   - x) Crew Status

   Sorting will be provided on each of the above field
   - List to display all sets irrespective of whether they are operational for that period or not. Unoperational sets will be shown in orange colour.
   - Unattended sets will be shown in red colour.
   - Day selection filter will be removed.
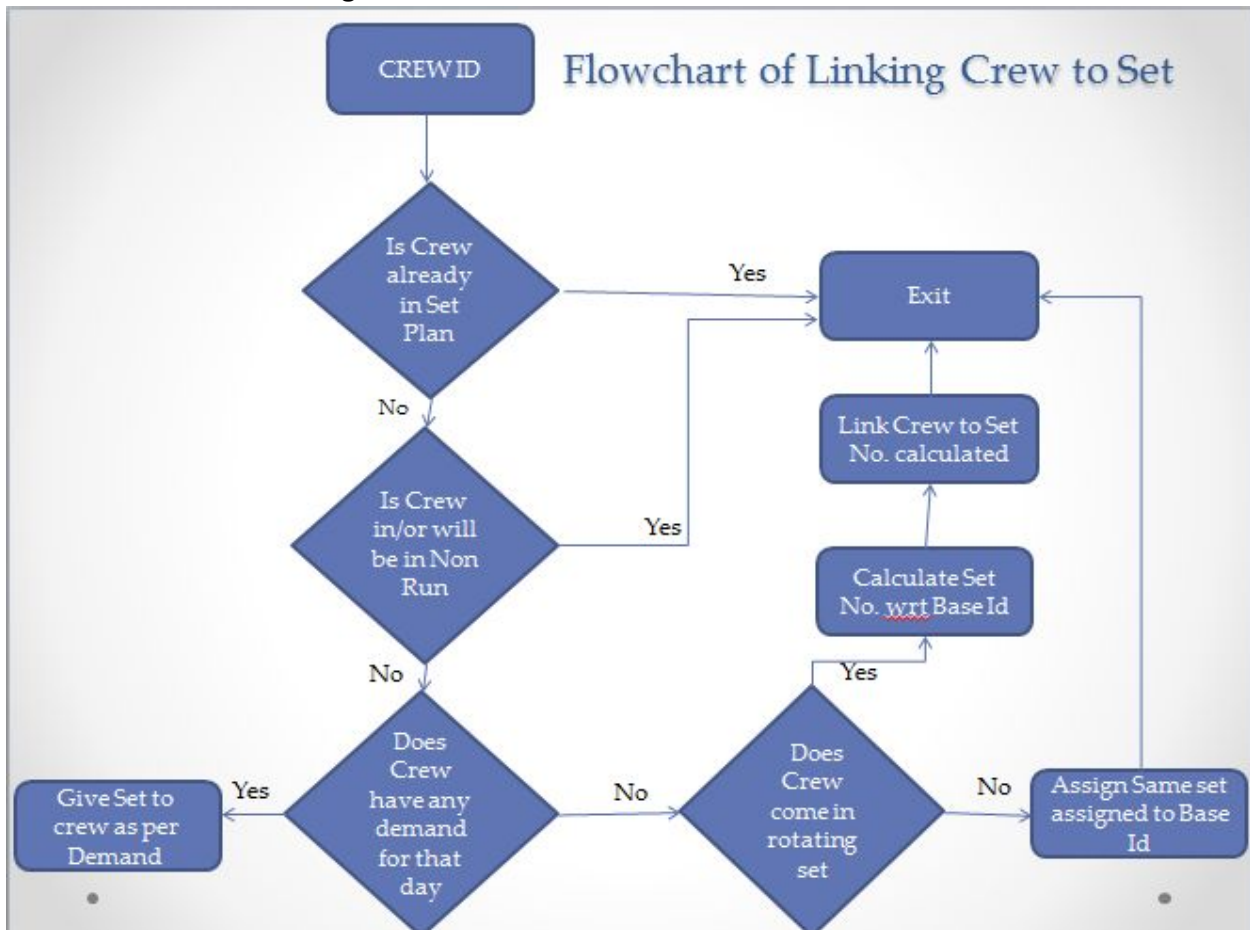   - It has been decided that plan will be put to Supervisor for approval

- Cases of crew joining back from non-run will be highlighted for Crew Controller to plan.
- Once the plan is approved, intimation about set no and sign on time should be sent to all the crew through SMS.
- Reminder SMS of call book to be served two hours before the sign on time.
- Another reminder call to be served to the crew half an hour before the call serve time.

It has been noticed that rule the allocation of crew to a Rotating Sets varies in some lobbies. In certain lobbies, even if a crew is not able to serve his duty for a particular period, he is resumed on his duty according to his earlier rotation sequence, i.e., the rotation sequence of the crew does not change.

But in certain lobbies (like BWN), the crew which takes over the duty of unavailable crew during his absent period, gets attached to that set rotation. So the crew which was originally attached to that set is removed. The original crew then does the waiting duty till it gets attached to a new set.

Thread should be modified to accommodate the change.

Flow chart of Linking Crew

Flowchart of Linking Crew to Set

	WR	CR	ER

Plan Preparation Time	Motorman- Plan is freezed at 09.00 Guard- Plan is freezed at 00:00	Plan is freezed at 16:00 hrs	Plan is freezed at 07:30 hrs
Time Span for which the plan is prepared	21:00 hrs to 20:59 hrs of next day. 21 hrs is Set Start Time/Sign On Time.	21:00 hrs to 20:59 hrs of next day. 21 hrs is Set Start Time/Sign On Time.	00:00 hrs to 23:59 hrs of next day. 00:00 hrs is Set Start Time/Sign On Time.

3) **MILEAGE**-

Chargeable / payable KM is based on Duty Hrs. Set mentioned kms is footplate kms. So this is not the actual kms for mileage. Mileage will be calculated based on duty hrs as per following table and will be compared to footplate km (higher of the two will be given, details as per table).

Running allowance is calculated on the basis of following criteria:-

i.   Mileage based on duty Hours
ii.   Waiting/Shunting Duty mileage
iii.   TAP allowance
iv.   BOR allowance
v.   Other Running Duties
vi.   National Holiday Allowance
vii.   Night Duty Allowance –Night duty allowance is admissible for working from 22:00 Hrs to 06:00 Hrs. The total night duty hrs. is calculated for month for each crew are worked out. But it is NOT APPLICABLE in suburban.

viii.   Accident Allowance-   Facility provided at the time of sign off (kiosk or manual) to confirm accident has taken place. TNC Supervisor will be required to accept or reject the payment of accident allowance at the time of approval. If payable 70 km will be added to the mileage. No other detail of accident will be captured. Accident allowance to be given only if working hrs. => 8hrs. In case of continuous duty crew will get 70 km only at one time, irrespective of number of accident. Accident allowance is given over and above minimum mileage in minimum guarantee section.But it is NOT APPLICABLE in suburban.

ix.   Over time - it is paid in terms of extra hrs. Conversion of hrs to Rs is done by 'P' Branch. Over time is calculated on a fortnightly basis. But it is NOT APPLICABLE in suburban.

x.   Allowance in lieu of running room- This allowance is granted to the staff whose stay at the station, outside their HQ, where running room facility is not provided and exceed four hours from the time he "signs off" at the station. This allowance is also admissible at roadside stations irrespective of whether the train terminates there or not.

~~When the staff takes rest in the running rooms where cooks are not provided, they should be given this allowance at half the rate. This allowance is not applicable in suburban~~

The different practices followed by different railways for mileage calculation is summarised in the table below:-

Case	WR	CR	ER
Mileage based on duty Hours	< 4 hrs = 120 kms 4 - 5 Hrs = 130 kms > 5 hrs = 150 kms - or actual kms whichever is higher	< 4 hrs = 120 kms 4 - 7 Hrs = 130 kms > 7 hrs = 150 kms or actual kms whichever is higher	< 4 hrs = 120 kms 4 - 5 Hrs = 130 kms > 5 hrs = 150 kms or actual kms whichever is higher
Waiting Duty allowance	A waiting set is defined as one where crew is supposed to sign on at the lobby and wait. Thus the crew is at waiting duty.The mileage given is @ 15KMs/hr but its calculation varies in different railways, as demonstrated through the examples 1,2 & 3 below.		
Shunting Duty Allowance	Running crew, working on Shunting duty, is given mileage @ 15 KMs/hr.		
	Driver Mileage is compared to time slab mileage after adding waiting/shunting duty mileage **Guard** Mileage is compared to time slab mileage before adding waiting/shunting duty mileage, and waiting/shunting duty mileage is given in addition	If set is operated full or part, waiting/shunting duty mileage is not considered	Mileage is compared to time slab mileage before adding waiting/shunting duty mileage, and waiting/shunting duty mileage is given in addition
Example 1- Set mileage = 90 Set hrs = 4.5	Mileage = 130 kms As duty hrs are between 4 & 5	Mileage = 130 kms As duty hrs are between 4 & 7	Mileage = 130 kms As duty hrs are between 4 & 5
Example 2- Part Waiting Part Set Set mileage = 90 Set hrs = 4.5 Waiting Duty = 4 hrs	**Driver** Waiting duty mileage = 15X4 = 60 kms Set mileage = 90 kms Calculated mileage = 90 + 60 = 150 Since > than 130 for duty hrs between 4-5 hrs , given is 150 Total mileage = 150 **Guard**	Waiting duty mileage = 15X4 = 60 kms Set mileage = 130 kms As duty hrs are between 4 & 5 Total mileage = 130 (waiting duty mileage not applicable as set worked (part or full)	Waiting duty mileage = 15X4 = 60 kms Set mileage = 90 kms Calculated mileage = 130 kms As duty hrs are between 4 & 5 Total mileage = 130 + 60 = 190 (Same as Guard WR)

	Waiting duty mileage = 15X4 = 60 kms Set mileage = 90 kms Calculated mileage = 130 kms As duty hrs are between 4 & 5 Total mileage = 130 + 60 = 190		
Example 3- Part Waiting Part Set Set mileage = 50 Set hrs = 3 Waiting Duty = 4 hrs	**Driver** Waiting duty mileage = 15X4 = 60 kms Set mileage = 50 kms Calculated mileage = 50 + 60 = 110 Since less than 120, given is 120 As duty hrs are < 4 hrs Total mileage = 120 **Guard** Waiting duty mileage = 15X4 = 60 kms Set mileage = 50 kms but given is 120 As duty hrs are < 4 hrs Total mileage = 120+60 = 180	Waiting duty mileage = 15X4 = 60 kms Set mileage = 50 kms Calculated mileage = 120 As duty hrs are < 4 hrs Total mileage = 120 (waiting duty mileage not applicable as set worked (part or full)	Waiting duty mileage = 15X4 = 60 kms Set mileage = 50 kms but given is 120 As duty hrs are < 4 hrs Total mileage = 120+60 = 180
TAP allowance	If set consist of 4 services starting from station B, but supervisor station is A, TAP as defined in the set will be given assuming crew first go from HQ station (B) to Supervisor station (A) and then goes from Supervisor station (A) to to set sign On station (B) as passenger for starting his duty. Though he may sign on at A or B.		
	TAP to be given irrespective of sign ON station if defined in the set Not applicable for Guard	TAP to be given irrespective of sign ON station if defined in the set	No concept of TAP
BOR allowance	Normally sets are assigned so that crew gets 12/16 hrs rest between sign OFF of first set and Sign On of next set		
	Not applicable	Not applicable	● Applicable if crew booked without completing 12/16 hrs rest. ● The allowance is admissible at the HQ only and not admissible for outstation cases.

Other Running Duty Types	In some cases crew called off from in between the duty for the following reason-
	    a. Explanation of detention of run
	    b. Misconduct		

	c. Special duties d. Enquiry e. Other reason		
	Applicable	Applicable	Applicable
NH Allowance	CMS has allowed upto 12 national holidays to be given in any particular year.		
	Local holidays need to be accommodated in holiday page. At present there are only 12 NH that can be configured.	no need to accommodate local holidays	no need to accommodate local holidays
Running Room Allowance	This allowance is granted to the staff whose stay at the station, outside their HQ, where running room facility is not provided and exceeds four hours from the time he 'signs off' at the station. This allowance is also admissible at roadside stations irrespective of whether the train terminates there or not. When the staff takes rest in the running rooms where cooks are not provided, they should be given this allowance at half the rate.		
	Not Applicable	Not Applicable	Applicable Rest >9 Hrs, RRA = 70Kms
Night Duty Allowance	Night duty allowance is admissible for working from 22:00 Hrs to 06:00 Hrs. The total night duty hrs. is calculated for month for each crew are worked out.((((*But it is NOT APPLICABLE in suburban.*))))		
	Not Applicable	Not Applicable	Applicable

- **Other Running Duty Types-**
  - A new function 'Pull Crew Back' to be made.
  - Reason for pull back to be filled.
  - Set will be displayed with services and sup will be required to indicate service after which crew is pulled back.
  - If pull crew back is due to any of the reason stated above or REST, crew will be required to do sign off
  - Waiting duty crew to be assigned for the rest of the set. (Crew which have signed on against waiting set)
  - SMS to be sent to both the crew

4) **REST -**
  The Set Book is created in such a way that there is adequate rest between two sets. Thus, the set book already incorporates following type of rests
  a) 22 Hrs

b) 30 Hrs
c) Night in bed

Normally, rest is given based on duty hours

Duty Hrs < 8 Hrs	12 Hrs Rest
Duty Hrs >= 8 Hrs	16 Hrs Rest

The mandatory rest defined above will not be validated
- For the sets defined as rotating set in "Set type information"
- Set preparation form

The above requirement will be validated with alert only in following cases
- Using crew in double duty
- Swapping of crew
- Change of set due to crew demand

PR (22/30 Hrs) Alerts-

PR alerts shall be given in following conditions:
a. If crew has performed three consecutive night duties
b. If the crew has not been given PR since last seven days.
c. If the crew continues 54 Hrs duty since last PR

No booking should be permitted after 6 consecutive night duties

Periodic rest alert to be provided through SMS

5) **CREW BOOKING-**

Crew can be assigned a particular set in two ways:-

1. **Link Crew To Set-** The sets are displayed and option to select a crew to a particular set is provided through WR/WOR option.

It is proposed that WR/WOR options will be removed and for every crew booking, ~~the following checks only shall be taken into consideration:~~ all the trainings that are selected in the configuration page shall be checked along with rest.

~~a.~~ ~~PME~~
~~b.~~ ~~REFT~~

Minimum of 12/16 hrs rest- But this criterion is not followed in case of –
i. double duty
ii. halting set.

It is considered only when duty is in the other day. For same day duties 12 hrs rest rule is not followed. If plan is approved and rest is not getting completed crew alert will be provided for incomplete rest. If plan is not approved crew will be automatically removed from set. Fresh crew will be required to be provided before plan can be approved. If a crew is provided who has not completed 12 hrs rest an alert will again be given that an under rest crew is being used.

Following checks proposed earlier will not be there.
a. Road learning

b. Automatic signalling (due after 1 year)
c. Safety camp Transportation(due after 3 years)
d. Rake Competency (Competency for rake like DC, Retrofit, BHEL etc.)
e. Neutral section (Date of training only required ,no due date)
f. EMU training (Due after 3 years)

No record of above will be maintained in CMS database.

- An extra filter of 'Set Unattended' to be introduced along with existing filters of set type. An unattended set is the empty set which has no crew attached to it.
- List to display all sets irrespective of whether they are operational for that period or not. Unoperational Sets to be shown in red color. An unoperational Set is one which is not operational for that day.
- Link Crew to Set displays the following details:
    ○ Set no.
    ○ Set type
    ○ WOR/WR
    ○ Sign On Station
    ○ Sign on time
    ○ Sign off sttn
    ○ Sign off time
    ○ Base Crew Id (new field to be added)
    ○ Working Crew id (new field to be added)
- The pop up page for adding the crew to the selected set displays the following fields:-
    ○ Crew Id:
    ○ Crew Name
    ○ Designation
    ○ Last Sign Off
    ○ Current Status
    ○ Crew Seniority No. (new field to be added)
    ○ Proper Set No. (new field to be added)
    ○ Set Type (new field to be added)
    ○ Working Set No. (new field to be added)
- Selection of crew page (pop up) will have following color coding:-
    ○ crew unattached
    ○ crew on nonrun
    ○ crew on double duty(partial set duty to be considered as double duty???)
    ○ crew already attached

SMS to be sent to the crew in case a new set is attached to it or the crew is swapped with some other crew.

ROAD LEARNING- Concept of LR is not being followed in suburban.So, it will not be checked while fetching the crew. The concept or LR for fast or slow train is notional only.

2. **Link Set to Crew-** A new facility will be added to link crew to set. Here all crew will be displayed and sets will open in popup page to be linked to crew. The outstation crew which are at rest at hq will also be displayed so that they can be used in case of crew shortage.

Following filters will be added to the crew-
  a. Crew Unattached
  b. Crew on Double duty
  c. Crew already attached
  d. Crew coming out of non run
  e. Outstation Crew
- On mouse over, on crew already attached, the attached Crew Id will be displayed.
- List to display all crew irrespective of whether they are available for that period or not.
- Unavailable crew (nonrun) to be shown in red colour.
- Link Crew to Set will display the following fields:-
  - Crew Id
  - Crew Name
  - Designation
  - Crew Seniority No.
  - Training Due
  - Proper Set No.
  - Set Type
  - Working Set No.
  - Last Sign Off
  - Current Status
- Pop up for selecting the Set for a crew will have the following fields:-
  - Set no.
  - Set type
  - Base Crew id
  - Working Crew id
  - Sign on sttn
  - Sign on time
  - Sign off sttn
  - Sign off time
- The pop up page of Set details for linking to the crew will have color coding for :-
  - Set unattached
  - Set not operational
  - Set already attached

On mouse over, on set already attached, the attached set will be displayed

Swap crew is proposed to be carried out through 'Link Set to Crew' and 'Link Crew to Set' options. Respective forms will be suitably modified to properly swap the crew/set.

SMS to be sent to the crew in case a new set is attached to it or the crew is swapped with some other crew.

6) **DOUBLE DUTY-** is defined as more than one duty. In case of Crew shortage or crew on training, Crew has to perform more number of duties, so this flexibility is to be introduced in CMS.

[NOTE:- **DOUBLE DUTY is for reference and reports only and does not have any bearing on mileage calculation**.]

WR	CR	ER
Full set + Part Set = DD	Full set + Part Set = DD	Full set + Part Set = DD
Part Set + Full Set = DD	Part Set + Full Set = DD	Part Set + Full Set = DD
Full set + Full Set = DD	Full set + Full Set = DD	Full set + Full Set = DD
Part Set + Part Set = No DD	Part Set + Part Set = DD	Part Set + Part Set = DD
Maximum 2 duties in a day	Maximum 3 duties in a day	Maximum 2 duties in a day

Double Duty- option to be provided in the following forms;
   a. Link crew to set – multiple sets will be allowed to link to a particular crew with following validations:
      ● Sign off time of first set should be lesser than next Sign On time.
      ● Sign off station of first set should be Sign On station for next set.
   b. Link set to crew- facility will be provided to duplicate the row for any crew with following validations:
      ● Sign off time of first set should be lesser than next Sign On time.
      ● Sign off station of first set should be Sign On station for next set.
(Note - Sign on station of crew working double set could be any where any station including SIGN OFF station of First SET.)
Call will be served to crew through SMS in case of double duty

7) **JUMBO SET-** Mixing of Sets on Sunday or holidays where train is removed from one set and added to another set. Then some set may become empty. So set assignment will vary on such days.

WR	CR	ER
Jumbo set working is there on all sundays and holidays	Jumbo set working is there on all sundays and holidays	Sets are designed in such a way that normally Jumbo set is not required. But may require in exceptional cases

It has been decided that a new form 'Create Jumbo Set 'will be created.
   ● The form will ask From Date & To Date for jumbo period
   ● List all the sets which are starting in the time interval of jumbo period
   ● Clicking on a set will open set edit form
   ● Services not required will be required to be deleted
   ● New service can be added (Since this new service is already part of some other set, original set no will be displayed against added service.
   ● Service thus added will be removed from original set
   ● If all services of any original set are deleted that set will be made 'Waiting Set'
   ● Crew will be linked as per original set no
   ● In present case all crew originally linked to a set will get linked to corresponding jumbo set. I.e. Crew on set no 1 will get linked to Jumbo set no 1.
   ● In case a set is not having any service (either due to service linked to other jumbo set or service being cancelled) the new jumbo set will be required to be defined as either "waiting set" or "Empty set".

- If defined as waiting sset then crew on corresponding original set will be put on waiting set. If defined as empty set then crew on corresponding original set will be put on rest.

8) **DEMAND REGISTER-** Motorman/Guard can demand for change in its booked set.
- Crew can request for change in set through-
   - At time the time of Sign ON/OFF through Kiosk
   - Demand Request Form (through Crew Controller).
   - SMS (Crew will indicate Request date, Set type, this will automatically complete corresponding entries of Demand request form, only approval will be required)
- Demand request Form: entries required
   - CREW ID
   - Request date: the date on which crew wants alternate set
   - Preferred Set type (Morning Set, Evening Set, Night Set etc.).
- Crew booking will be planned based on total duty hours, a crew can ask for change in booking 2 days well in advance.
- Demand request Approval: entries shown in two groups:-
   - Group 1: list of crew asking for changed set
      - list of Crew IDs (who have submitted request for a given date and requests will be fulfilled in order they are submitted),
      - Last set worked
      - requested set type (Morning Set, Evening Set, Night Set etc.) and
      - Pop up details of selected crew
         - Last set worked
         - Sign on time
         - Sign off time
         - Original Set no,
         - Original Set type,
   - Group 2: List of new possible sets (for reasons)
      - Vacant set
      - Set likely to be vacant due to change demand
      - Set likely to be vacant due to crew marked for non run
      - Filter : Type of set as per demand (with the option for all set)
      - If selected new crew id will be displayed against the set
- Option to save draft
- After entering all the information CC will save it.
- Crew will be intimated by SMS about the change of his duty set.
- Demand for set change will only be considered if it has not already been made by the crew in that particular day in which he is demanding to change the set.

9) **SET PREPARATION-** Each Set no. is unique.
   a) Set types are classified as :-
      i) Morning Sets
      ii) Evening Sets

      iii)   Night Sets
      iv)   Halting Sets
      v)   Waiting Sets
      vi)   Day Sets.

b) Duty Types-
      i)   Working
      ii)   Spare
      iii)   Shunting
      iv)   Waiting
      v)   REST (new demand , ER , as some of its sets are designed as per sunday where they give only rest)
      vi)   EMPTY (new demand, CR, as some of its services consist of taking the empty rack to cars sheds)

c) Train type-
      i)   Fast/Galloping
      ii)   Slow
      iii)   SEMI FAST (new demand, CR, as it has this category of train also)
      iv)   Special

d) Run Type-
      i)   NOS
      ii)   NOSH
      iii)   NOSSH

e) The other fields in Set Preparation form are
      i)   From Station,
      ii)   To Station,
      iii)   Sign on Time of motorman/guard,
      iv)   Sign off time of motorman/guard,
      v)   total kms motorman/guard,
      vi)   rest hours,
      vii)   duty hours,
      viii)   Sunday Flag,
      ix)   Holiday Flag.

Changes in existing forms:
a. Checkbox of Saturday, Sunday and Holiday to be removed and only run type for each train of set to be kept. In case all trains are marked as NOS it will imply that set is not operational on sunday instead of marking the complete set as NOS as is being done at present.
b. Option of editing the set. Currently the set once saved is freezed and no further change is possible. (Ref creation of jumbo set also)
c. Run type : NOS /NOSSH/NOH in these cases sign on time will be changed according to trains running on that day.-clarification from Mr. dave /mum-- sign on time will remain same until the set is edited eg in cases of jumbo block.
d. TAP hrs and TAP kms will be given separately for Motorman and Guard in the set preparation form. If filled same will be given irrespective of sign ON location for the crew for which values are filled.

e. Additional Set type Extra spl/Empty spl to be given at the time of new set creation.

10) **SIGN ON-** If the crew is working on multiple sets in continuation he needs to sign- on for the first time after that he does not need to sign on every time he changes the set. Crew sign on screen displays the Crew information as well as Set details information.

- Crew information
  - Crew Id,
  - From Station,
  - To Station,
  - Sign On Time,
- Set details information
  - Set no
  - Seq No,
  - Train No,
  - Duty Type,
  - From Station,
  - To Station,
  - Departure Time,
  - Arrival Time

The crew sign ON time shall be as follows:

More than 30 min before the time as per Set Sign ON time*	Not allowed to sign ON
30 min before to 0 min of the time as per Set Sign ON time*	Time as per the Set Sign ON time
Time > Set Sign ON as mentioned in the Set	Not allowed to sign on. The Crew has to approach the supervisor in charge further action

* - (Different from start time of first service)

For such cases the crew shall be on non-running (system - late) list till the supervisor regularizes him by marking.

a. Absent.
b. CL.
c. LAP.
d. LHAP.
e. Booked on the same SET.

At Sign On, crew is presented with a **Caution Order screen** where he confirms the receiving of caution order in physical copy.

Approval by supervisor

Supervisor will approve/disapprove that the crew has met all the mandatory requirements including the BA test.

The following shall be completed by the crew before signing ON

Mandatory requirements are –

a. I have read the latest available Circulars

b.   I am carrying two sets of spectacles required for my vision.

11) SIGN OFF- Crew Sign Off page contains the following information:-
(Pre populated from set information)
a)   From Station
b)   To Station
c)   Sign On Time
d)   Set Information-
    i)   Work On
    ii)   Train No
    iii)   Duty Type
    iv)   From Station
    v)   To Station
    vi)   Departure Time
    vii)   Arrival Time
    viii) O/L Train (to be removed)
    ix)   O/L Set   (to be removed)
    x)   R/O Train (to be removed)
    xi)   R/O Set (to be removed)
e)   Planned Next Duty information-
    i)   Set No.
    ii)   From Station
    iii)   To station
    iv)   Sign On time
    v)   Sign Off time

Information to be given by crew
a.   "I have worked on complete set" if selected all the runs will be checked. (The declaration will be positioned above the set working detail.) In case of partial set working, individual services shall be checked
b.   "Add Extra set d"-If selected, a text box for filling the set no, once filled all services wof that set will be displayed as in 'd' above.
c.   Energy Reading of all the services in the set to be captured during sign off. By default the value will be zero.
[Future plan- At some later stage, Division Configuration panel will be provided with a form containing option of configuring whether the energy meter reading for that division is to be filled or not.]

Currently the crew can Sign Off in one of the following formats:-
1.   **Normal Sign Off**-.
2.   **Manual sign off- (**Supervisor Manual Sign Off & Self Manual Sign Off -to be merged).
3.   **SMS Sign OFF (till SMS Sign off is made functional on the system, the sign off time specified in the set shall be treated as actual sign off time for all NCMS Points.)**

NOTE: - WR requires that SMS Sign Off shall be permitted even for CMS point.

Sign OFF time-
a) The sign OFF time shall system time and shall be taken in steps of five minutes the time shall be rounded off as per standard rounding of procedure for 5 minutes. 0-2.49 min = 0 min 2.5 – 5 min = 5 minutes
b) The supervisor has flexibility to adjust his sign OFF time by + / - 30 minute in steps of 5 minutes.

Approval by supervisor
- Supervisor will approve/disapprove that the crew has met all the mandatory requirements including the BA test (done by other available means).
- Crew can sign ON only after Sign Off for last run has been approved
- Pending approval crew will be allowed to be linked to a set for planning purpose 9all such crew will be highlighted in different colour). However sign off entry and approval has to be completed before sign ON
- The crew sign on should have been approved by the supervisor prior to the sign OFF on the console.

12) **BA Test-**There is no clarity on requirement of BA test at the time of sign ON and Sign OFF in suburban operation. Many a times Sign ON / OFF is performed at a station / shed which is not a CMS point. At CMS point when sign on /off is at KIOSK requirement of BA test will be as per CMS practice. In case of Sign ON/OFF through SMS compliance to BA test will be endorsed during Sign ON/OFF approval.

13) **SIGN ON & SIGN OFF THROUGH SMS-** Since all the points of Sign On and Sign Off do not necessarily have Kiosk installed, crew is required to go to a specific lobby to sign on/off.It has been demanded by WR as well as CR that, to prevent this extra work, SMS feature be given to sign on/off
- SMS Sign ON and Sign OFF will be permitted where Sign ON / OFF sation in set is not Suburban CMS lobby
- Supervisor will acknowledge that Sign ON/OFF have been done following all statutory requirement.

SMS Sign ON
- Crew will send SON(Sign On Normal)
- SON > Sign ON done as per scheduled duty
- Difference between SON time (taken from SMS) and scheduled duty shall not be more than 30 min

SMS Sign OFF
- Crew will send SOFFN (Sign Off Normal) or SOFFM (Sign Off Manual)
- SOFFN > Normal Sign oFF (duties performed as scheduled)
- SOFFM > Manual sign OFF required as duties other than scheduled duty performed (Manual entries are necessarily required)
- Crew will appear on Sign ON/OFF approval form.

14) **Abnormality Reporting-** Crew will enter the in journey information Locomotive, signal abnormality, all right exchange, track abnormality which he came across during journey. Such abnormalities shall be passed over e-mail to the coordinating and concerned division branch officer.

15) **NONRUN-** Crew which is booked for train is called staff on running duty. Such staff is taken out of the running duty for cases like leave, Training, Medical etc and then the crew is said to be in Non Run.The crew must be at rest to be send to non run.

All the Non Run Reasons in the table below are existing in current CMS software.
Reasons marked **# are not applicable** in suburban.

Sr. No	Non Run Code	Non Run Name	Description
1#	3PH	THREE PHASE TRAINING	Availability : Supervisor shall join the crew back at crew booking point and there after he shall be given standard (Standard rest are variable) rest after he can be booked shall be entered by the supervisor. Max rest is 30 Hrs. 1.1.1.2 Shall be paid 7:26 Hrs for the training period 1.1.1.3 OSRA of 160 kms for outstation and 1% RA for HQ cases. 1.1.1.4 If messing facility is available then 50% OSRA admissible. 1.1.1.5 HQ with messing faculty option is not available for the running staff. 1.1.1.6 The period of training includes all Sundays and holidays for payment of allowance both RA and OSRA shall be admissible for theses. 1.1.1.7 In case an employee goes on Leave or any other non run. Then separate entry shall be done by the supervisor for this period and hence for the changed non run the changed non run rules specific to the non run type shall be admissible.
2#	AIDT	ASST. INITIAL DSL TRANSPORT	-do-
3	AIET	ASST. INITIAL ELECT TRANSPORT	-do-
4 #	AIFT	ASST. I DSL A/C TRANSPORT	-do-
5#	CDE	CONVERSION DSL TO ELECTRIC	-do-
6#	CED	CONVERSION ELECTRIC TO DSL	-do-
7#	DMU	DIESEL MULTIPLE UNIT	-do-
8#	DRGPD	DRGP DIESEL	-do-
9#	DRGPE	DRGP ELECRTICAL	-do-
10#	DRGPT	DRGP TRANSPORTATION	-do-
11*	EMU	ELECTRIC MULTIPLE UNIT	-do-
12#	MEMU	MAINLINE ELECTRIC MULTIPLE UNI	-do-
13#	PD	PROMOTION DSL	-do-
14#	PDET	PROMOTION DSL ELEC TRANSPORT	-do-
15#	PDT	PROMOTION DSL TRANSPORT	-do-

16#	PE	PROMOTION ELECTRICAL	-do-
17#	PET	PROMOTION ELEC TRANSPORT	-do-
18	RDE	REFRESHER DSL/ELECTRICAL	-do-
19	RDET	REF DSL/ELECT/TRANSPORT	-do-
20	RDT	REFRESHER DSL/TRANSPORT	-do-
21#	REFD	REFRESHER DIESEL	-do-
22	REFE	REFRESHER ELECTRICAL(technical)	-do-
23*	RET	REFRESHER ELECRICAL/TRANSPORT	-do-
24#	SIMD	SIMULATOR TRG DSL DR	-do-
25#	SIME	SIMULATOR TRG ELEC DR	-do-
26 #	SIM3PH	SIMULATOR TRG 3 PHASE	-do-
27#	WDS4	WDS4 TRAINING	-do-
28*	AIT	ASST. INITIAL TRANSPORT	-do-
29#	AID	ASST. INITIAL DSL	-do-
30*	AIE	ASST. INITIAL ELEC	-do-
31#	HST	HIGH SPEED TRAINING	-do-
32#	DCLT	DC LOCO TRAINING	-do-
33#	RDCLT	REFRESHER DC LOCO TRAINING	-do-
34#	ACDC	AC/DC TRAINING	-do-
35#	RACDC	REFRESHER AC/DC TRAINING	-do-
36#	REFMG	REFRESHER METER GUAGE	-do-
37#	REFNG	REFRESHER NARROW GUAGE	-do-
38#	WDG4	WDG4 TRAINING	-do-
39#	WDP4	WDP4 TRAINING	-do-
40*	ASIG	AUTOMATIC SIGNALLING	-do- competency not training
41*	PME	PERIODICAL MEDICAL EXAM	1 Availability : Supervisor shall join the crew back at crew booking point,. He shall be treated as available at next day odd Hrs for AN and 12:00 hrs for BN. AN/BN shall be as per the medical memo. The CMS system shall give an editable option for the supervisor for treating him available from the, max rest is 30 Hrs. 1.1.8.2 In case the employee is at HQ then, 1% of basic pay and 7:26 Hrs per day for 3 days. If the crew reports on duty BN then no Non Running allowance credit is there. This RA shall be admissible for 3 days. After 3 days the employee allowance shall be treated as on Commuted Sick Leave. 1.1.8.3 In case employee is at outstation then, the 160 kms and 7:26 Hrs per day for 3 days.of the leave period. If the crew reports Availability BN then no Non Running allowance credit is there. This RA shall be admissible for 3 days. After 3 days the employee allowance shall be treated as on Commuted Sick Leave. 1.1.8.4 For more than 3 days : the employee status shall be called as on "PME-SICK" and rules of commuted sick leave shall apply. 1.1.8.5 Incase of Medical with Spectacles 5 Days: the employee status shall be called as on "PME-SICK" and rules of

			commuted sick leave shall apply. The item 3.1.8.1 to 3.1.8.4 shall be read as 5 days in case of PME where the employee has spectacles however without spectacles it shall be 3 days only. 1.1.8.6 On return from PME The employee can be 1. Permanente Fit for normal running duty as per original BIO DATA. 2. Temporary Fit upto a date. i. Original Category. ii. Shunter. iii. Stationary Duty. 1. Permanent Unfit – Changes in if any shall be handled in the BIO DATA.
42* only for guard	FA	FIRST AID	<u>Availability</u> : Supervisor shall join the crew back at crew booking point and there after he shall be given standard (Standard rest are variable) rest after he can be booked shall be entered by the supervisor. Max rest is 30 Hrs. 1.1.1.2 Shall be paid 7:26 Hrs for the training period 1.1.1.3 OSRA of 160 kms for outstation and 1% RA for HQ cases. 1.1.1.4 If messing facility is available then 50% OSRA admissible. 1.1.1.5 HQ with messing faculty option is not available for the running staff. 1.1.1.6 The period of training includes all Sundays and holidays for payment of allowance both RA and OSRA shall be admissible for theses. 1.1.1.7 In case an employee goes on Leave or any other non run. Then separate entry shall be done by the supervisor for this period and hence for the changed non run the changed non run rules specific to the non run type shall be admissible.
43#	AIRB	AIR BRAKE	-do-
44	UTRG	UNION TRAINING	-do-
45*	PRSEL	PRE SELECTION TRAINING	-do-
46*	PSY	PSYCHOLOGICAL TEST	-do-
47#	PT	PROMOTION TRANSPORTATION	-do-
48#	REFSC	REFESHER TPT SAFETY CAMP	-do-
49*	REFT + 50	REFRESHER TRANSPORT	-do-
50#	SFCM	SAFETY CAMP	-do-
51*	GHC	GHAT SECTION COMMPETENCY	-do-
52#	CT	COMPETENCY TRIALS	
*53	DARE	DAR ENQUIRY	1 <u>Availability</u> : Supervisor shall join the crew back at crew booking point and there after he shall be given standard (Standard rest are variable) rest after he can be booked shall be entered by the supervisor. Max rest is 30 Hrs. 2 Shall be paid 7:26 Hrs for the enquiry period 3 OSRA of 160 kms for outstation and 1% RA for HQ cases. 4 Shall always be less than 30 days staff can not be booked for >= 30 days.
*54	DEQY	DEPARTMENTAL ENQUIRY	1 <u>Availability</u> : Supervisor shall join the crew back at crew booking point and there after he shall be given standard

			(Standard rest are variable) rest after he can be booked shall be entered by the supervisor. Max rest is 30 Hrs. 2 Shall be paid 7:26 Hrs for the enquiry period 3 OSRA of 160 kms for outstation and 1% RA for HQ cases. 4 Shall always be less than 30 days staff can not be booked for >= 30 days.
*55	DPEX	DEPARTMENTAL EXAMINATION	
*56	ENQR	ENQUIRY	
*57	MTNG	MEETING	Availability : Supervisor shall join the crew back at crew booking point and there after he shall be given standard (Standard rest are variable) rest after he can be booked shall be entered by the supervisor. Max rest is 30 Hrs. 2 Shall be paid 7:26 Hrs for the enquiry period 3 OSRA of 160 kms for outstation and 1% RA for HQ cases. 4 Shall always be less than 30 days staff can not be booked for >= 30 days.
*58	OPME	OTHER MEDICAL	This is a special Medial done as per requirement of the administration like i. Accident cases. ii. Signal passing at danger. iii. > 15 days sick. iv. Injured on duty This can be further treated as PME. The PME done date / due date shall not get updated due to this
59*	PDTR	PRIVATE DOCTOR TREATMENT	
60*	SPRT	SPORTS	1.Availability : Supervisor shall join the crew back at crew booking point and there after he shall be given standard (Standard rest are variable) rest after he can be booked shall be entered by the supervisor. Max rest is 30 Hrs. 2 Shall be paid 7:26 Hrs for the enquiry period 3 OSRA of 160 kms for outstation and 1% RA for HQ cases. 4 Can be > 30 days also
61*	CPCR (CLI/CC/MUI)	CHIEF POWER CONTROLLER (Chief Loco Inspector/ Crew Controller/ Multiple Unit Inspector instead of CPRC)	Stationary Duty
62#	CTCC	CHIEF TRACTION CREW CONTROLLER	
63#	CTLC	CHIEF TRACTION LOCO CONTROLLER	Stationary Duty
64#	PCR	POWER CONTROLLER	Stationary Duty
*65	TCC	TRACTION CREW CONTROLLER	Stationary Duty
66#	SHDT	SHED DUTY	Stationary Duty
67*	TLC	TRACTION LOCO CONTROLLER	Stationary Duty
68*	ABSEN	ABSENT	1 Availability : Shall be treated as Available after Odd Hrs next day in case he comes to duty after 12:01 Hrs. If he comes before 12:00 Hrs then same day Odd Hrs on duty.

			.2　　No Payment, mileage, RA or Hrs for the day the employee is absent .3　　If > 90 then send for Special Medical.
69#	ARME	WAITING DUTY FOR ARME	1　Availability : Immediately on call serve 2　　Shall be paid actual waiting duty Hrs. (no limit of Hrs) and 15 kms per hrs subjected to the maximum of 10 Hrs. 3　　OSRA of 160 kms for outstation and 1% RA for HQ cases.
70*	LWP	LEAVE WITHOUT PAY	
71*	NHW	AVAIL NATIONAL HOLIDAY	1　　Availability: Shall be treated as Available after Odd Hrs next day in case he comes to duty after 12:01 Hrs. If he comes before 12:00 Hrs then same day Odd Hrs on duty. 2　　No Payment, mileage, RA or Hrs for the day the employee is absent 3　　The employee has to apply for NH and the same has to be approved by the supervisor.
72*	NTB	NOT TO BOOK	1　　Availability : Shall be treated as Available after Odd Hrs next day . 2　　No Payment, mileage, RA or Hrs for the day the employee.
73*	SNRUN	SYSTEM NONRUN	
74*	SUSP	SUSPENSION	1　　Availability : Odd hrs of the next day of suspension. 2　　OSRA of 80 kms per day and 7:26 hrs per day Or OSRA NIL in by some railways and 7:26 hrs / day
75#	SYSRF	SYSTEM REFUSE	
76*	TJIN	JOINING TIME	1　Relieving Date to the joining date (not catered in the CMS software presently)
77*	TA	TERRITORIAL ARMY	1　Availability : Supervisor shall join the crew back at crew booking point and there after he shall be given standard (Standard rest are variable) rest after he can be booked. Standard rests shall be entered by the supervisor. Max rest is 30 Hrs. 2　　160 kms per day including Sundays and other holidays. 3　　Night duty shall be average of last 12 months 4　　Overtime shall be averaged for last 12 months
78*	TAE	TERRITORIAL ARMY EMBODIMENT	1　　3 times of 160 kms per day. 2　　Remaining conditions remain as for TA camp.
79*	STDTO	STATIONARY DUTY WITHOUT NDA	1　　Availability : Supervisor shall join the crew back at crew booking point, he shall be treated non run off duty and Available after due rest. The CMS system shall give an editable option for the supervisor for treating him available. Max rest is 30 Hrs. 2　　Night duty shall not be admissible. 3　　Shall always be less than 30 days staff can not be booked for >= 30 days.
80*	STDTW	STATIONARY DUTY WITH NDA	1　　Availability : Supervisor shall join the crew back at crew booking point, he shall be treated non run off duty and Available after due rest. The CMS system shall give an editable option for the supervisor for treating him available Max rest is 30 Hrs. 2　　Night duty shall be admissible if performed. 3　　Shall always be less than 30 days staff can not be booked for >= 30 days.

81*	CCL	COMPENSATORY CASUAL LEAVE	1 Availability : Supervisor shall join the crew back at crew booking point, he shall be treated non run off duty from Odd Hrs and can be booked after 08:00 Hrs as Available after Odd Hrs next day. (BRC divn it is 00:00 Hrs also some divn it may be 06:00 hrs). The CMS system shall give an editable option the supervisor for treating him available from the, max rest is 30 Hrs. 1.1.6.2 1% of basic pay and 7:26 Hrs per day of the leave period. 1.1.6.3 Night duty shall not be admissible 1.1.6.4 Casual leave can not be > 10 days. 1.1.6.5 Compensatory leave can not be > 3 days. **1.1.6.6 Special Casual leave does not have a limit. If > 90 then send for Special Medical.**
82*	CL	CASUAL LEAVE	1.1.6.1 Availability : Supervisor shall join the crew back at crew booking point, he shall be treated non run off duty from Odd Hrs and can be booked after 08:00 Hrs as Available after Odd Hrs next day. (BRC divn it is 00:00 Hrs also some divn it may be 06:00 hrs). The CMS system shall give an editable option the supervisor for treating him available from the, max rest is 30 Hrs. 1.1.6.2 1% of basic pay and 7:26 Hrs per day of the leave period. 1.1.6.3 Night duty shall not be admissible 1.1.6.4 Casual leave can not be > 10 days. 1.1.6.5 Compensatory leave can not be > 3 days. **1.1.6.6 Special Casual leave does not have a limit. If > 90 then send for Special Medical.**
83*	IOD	INJURED ON DUTY	1.1.11.1 Availability : Supervisor shall join the crew back at crew booking point, he shall be treated non run off duty and Available at odd Hrs for AN and 12:00 hrs for BN. AN/BN shall be as per the medical memo. The CMS system shall give an editable option for the supervisor for treating him available from the, max rest is 30 Hrs. 1.1.11.2 1% of basic pay and 7:26 Hrs per day of the leave period. If reports to duty BN then no Running allowance credit is there **1.1.11.3 Night duty shall not be admissible**
84*	LAP	LEAVE AVG PAY	Availability : Supervisor shall join the crew back at crew booking point, he shall be treated non run off duty from Odd Hrs and can be booked after 00:00 Hrs as Available after Odd Hrs next day. The CMS system shall give an editable option for the supervisor for treating him available from the, max rest is 30 Hrs. 1.1.7.2 1% of basic pay and 7:26 Hrs per day of the leave period. If reports to duty BN then no Non Running allowance credit is there. Only if the employee joins in AN then RA etc is admissible 1.1.7.3 Night duty shall not be admissible 1.1.7.4 If > 90 then send for Special Medical. 1.1.7.5 Maternity leave < = 120 days always. **1.1.7.6 Paternity leave < = 15 days always.**
85*	LHAP	LEAVE HALF PAY	1.1.11.1 Availability : Supervisor shall join the crew back at crew booking point, he shall be treated non run off duty and

			Available at odd Hrs for AN and 12:00 hrs for BN. AN/BN shall be as per the medical memo. The CMS system shall give an editable option for the supervisor for treating him available from the, max rest is 30 Hrs. 1.1.11.2 1% of basic pay and 7:26 Hrs per day of the leave period. If reports to duty BN then no Running allowance credit is there 1.1.11.3 Night duty shall not be admissible
86*	MNTL	MATERNITY LEAVE	Availability : Supervisor shall join the crew back at crew booking point, he shall be treated non run off duty from Odd Hrs and can be booked after 00:00 Hrs as Available after Odd Hrs next day. The CMS system shall give an editable option for the supervisor for treating him available from the, max rest is 30 Hrs. 1.1.7.2 1% of basic pay and 7:26 Hrs per day of the leave period. If reports to duty BN then no Non Running allowance credit is there. Only if the employee joins in AN then RA etc is admissible 1.1.7.3 Night duty shall not be admissible 1.1.7.4 If > 90 then send for Special Medical. 1.1.7.5 Maternity leave < = 120 days always. 1.1.7.6 Paternity leave < = 15 days always.
87*	PNTL	PATERNITY LEAVE	Availability : Supervisor shall join the crew back at crew booking point, he shall be treated non run off duty from Odd Hrs and can be booked after 00:00 Hrs as Available after Odd Hrs next day. The CMS system shall give an editable option for the supervisor for treating him available from the, max rest is 30 Hrs. 1.1.7.2 1% of basic pay and 7:26 Hrs per day of the leave period. If reports to duty BN then no Non Running allowance credit is there. Only if the employee joins in AN then RA etc is admissible 1.1.7.3 Night duty shall not be admissible 1.1.7.4 If > 90 then send for Special Medical. [Special Medial is done as per requirement of the administration like i. Employee is absent, on any type of leave for > 90 days. This can be further treated as PME. The PME done date / due date shall get updated due to this.] 1.1.7.5 Maternity leave < = 120 days always. 1.1.7.6 Paternity leave < = 15 days always.
88*	PSICK	PME SICK	1.1.11.1 Availability : Supervisor shall join the crew back at crew booking point, he shall be treated non run off duty and Available at odd Hrs for AN and 12:00 hrs for BN. AN/BN shall be as per the medical memo. The CMS system shall give an editable option for the supervisor for treating him available from the, max rest is 30 Hrs. 1.1.11.2 1% of basic pay and 7:26 Hrs per day of the leave period. If reports to duty BN then no Running allowance credit is there 1.1.11.3 Night duty shall not be admissible
89*	SCL	SPECIAL CAUSAL LEAVE	1.1.6.1 Availability : Supervisor shall join the crew back at crew booking point, he shall be treated non run off duty from

			Odd Hrs and can be booked after 08:00 Hrs as Available after Odd Hrs next day. (BRC divn it is 00:00 Hrs also some divn it may be 06:00 hrs). The CMS system shall give an editable option the supervisor for treating him available from the, max rest is 30 Hrs. 1.1.6.2 1% of basic pay and 7:26 Hrs per day of the leave period. 1.1.6.3 Night duty shall not be admissible 1.1.6.4 Casual leave can not be > 10 days. 1.1.6.5 Compensatory leave can not be > 3 days. 1.1.6.6 Special Casual leave does not have a limit. If > 90 then send for Special Medical.
90*	SL	SICK LEAVE	
91*	SPPME	SPARE FOR PME	
92*	SPENQ	SPARE FOR ENQUIRY	
93*	SPTRN	SPARE FOR TRAINING	
94*	CHCL	CHILD CARE LEAVE	

16) Crew Movement Details-

This is required when crew selects manual sign off as Crew does not want or can not complete details of his set working e.g.

- Additional set worked
- Set worked partially

On selecting a crew id for which manual movement is to be filled, all the services of his set is displayed. The information displayed consist of following fields:-

a. Set No
b. Train Type
c. Train No
d. Sign on Sttn
e. Dept. Time
f. Sign On Time
g. Sign off Sttn
h. Arrival Time
i. Sign Off Time
j. Route No
k. Duty Type
l. Rest Hrs
m. Run. Room
n. Remarks

CC can

- Edit the working details of the set
- Delete complete services of his set that he didn't perform
- Add a full set to his working on which he did duty
- Add part set, if he didn't work on complete set

The crew should have signed on for a valid train journey of a set number and has performed part of the journey.

17) **CREW BIODATA-** All the details of the crew will be captured in Crew Biodata Form.

Crew Controller will do the entry of New Crew through Crew Bio Data form. He can view the details and edit the details of the crew. This shall be possible through screens one containing the basic crew information, and the other containing Other Particulars.

Below are mentioned some of the basic functions performed through Bio Data:-

a. Entry of Crew details like -ID No, PF no, Name, Gender, Father, Designation, Pay Band, Grade etc.
b. Entry of Learning Road (Not applicable to suburban)
c. Entry of Test and Training
d. Entry of Loco Competency (Not applicable to suburban)
e. Yard Learning (Not applicable to suburban)
f. Others like Blood Group, Vision, Marital Status, Dependents, Identity Mark etc.
Bio data structure has been kept same as rest of CMS for uniformity.

18) **CIRCULARS-** Reading of circular will not be a mandatory condition for Sign ON. (facility to read the circular on KIOSK will be there.

19) **CREW SELF SERVICE-** On logging in at the Kiosk, crew can check his important personal details like:-

a) Cumulative Kms and Hours
b) Last Duty and rest
c) Due dates of different trainings.

20) **TEMPORARY TRANSFER-** Guards of Suburban can be transferred to Main Line for IR working. This will be done through temporary transfer form. Once the crew is transferred to main line, it'll stop appearing in suburban module and once back, it'll stop appearing in CMS Module.

Division Configuration Console will provide the option of selecting type of crew which are to appear in Suburban Module. All the designations will be listed on one side with checkboxes. There will be further dropdown list for each designation listing all the crew id and checkboxes in front of them. Provision for selecting particular crew will thus be provided.

21) 'Base Set' will be renamed as 'Proper Set' throughout the application.

22) **Sign On Duration Form-** A configuration form for the duration till which a crew can sign on has been prepared. It is freezed 0 mins only as none of the railways has desired to keep duration for signing on.

23) **Suburban Training Selection-** A new form to be provided at Division Configuration Console. It will list all the trainings. Division will have the option to select the required trainings for booking crew in suburban. By default, all trainings will be checked. List of trainings :-

a. PME
b. REFT/REFD
c. REFE
d. TRACTION
e. ASIG
f. SAFETY CAMP
g. EMU TRAINING
h. GHAT COMPETENCY
i. LOCO COMPETENCY

24) Crew not signed on (System Late) - An alert Link to be given on home page. It'll consist of all the crew who had duty on the current day but did not turn up.