

Appendix I				
Organisational set up in various Railway departments				
Department	Head of the Department	Officials at Zonal Headquarters	Officials in Division/ Workshop/ other field units	Functions in relation to execution of various contracts
Commercial	Principal Chief Commercial Manager	Chief Commercial Managers of different disciplines namely Freight, Passengers, Claims, etc. and Deputy Chief Commercial Managers	Senior Divisional Commercial Managers assisted by Divisional Commercial Managers, Assistant Commercial Managers, Commercial Inspectors, Station Managers (Commercial aspects)	Mechanized Cleaning contracts of stations; contracts for advertisements, leasing and licensing of commercial plots, stalls/ vendors, parcel van, SLR coaches and special trains, rag picking etc.
Operating	Principal Chief Operations Manager	Chief Freight Transportation Manager, Chief Passenger Transportation Manager, Deputy Chief Operations Manager	Senior Divisional Operations Manager assisted by Divisional Operations Managers, Assistant Divisional Operations Managers	Loading/unloading of line boxes of Guards in trains, Hiring of vehicles
Finance	Principal Financial Adviser	Financial Advisor and Chief Accounts Officer, (FA&CAO), Deputy FA&CAO assisted by Senior Assistant Finance Managers, Assistant Finance Managers	Senior Divisional Finance Managers assisted by Divisional Finance Managers, Assistant Divisional Finance Managers	Hiring of vehicles.
Civil Engineering Open line	Principal Chief Engineer	Chief Engineers, Deputy Chief Engineers	Senior Divisional Engineers, assisted by Assistant Divisional Engineers and Section Engineers	Maintenance of railway assets such as tracks, bridges, buildings, water works, etc. through execution of contracts. Apart from this, Civil Engineering (Open Line) also constructs civil assets like quarters, office buildings, upgradation of railway stations, laying of water pipe lines etc.

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Mechanical	Principal Chief Mechanical Engineer	Chief Motive Power Engineer, Deputy Chief Mechanical Engineers assisted by Assistant Mechanical Engineers	In Workshops - Chief Workshop Manager, Chief Workshop Engineer, and Deputy Chief Mechanical Engineers assisted by Assistant Mechanical Engineers. In Divisions- Senior Divisional Mechanical Engineers assisted by Divisional Mechanical Engineers, Assistant Divisional Mechanical Engineers In Sheds – Senior Divisional Mechanical Engineers assisted by Divisional Mechanical Engineers, Assistant Mechanical Engineers	Maintenance of rolling stock in workshops and execution of contracts for the same. Contracts for washing of linen, cleaning of coaches in sheds and running trains; Contracts for disposal of mechanical scrap (auction sale). Contracts for on board housekeeping and contracts under Clean train station scheme
Electrical	Chief Electrical Engineer	Chief Electrical Distribution Engineer, Chief Electrical Loco Engineer, Chief Electrical Traction Engineer, Deputy Chief Electrical Engineers	In Divisions- Senior Divisional Electrical Engineers of different disciplines namely traction, general, operations assisted by Divisional Electrical Engineers, Assistant Electrical Engineers In Sheds- Senior Divisional Electrical Engineer/ Rolling Stock assisted by Divisional Electrical Engineers, Assistant Electrical Engineers	Maintenance of all electrical assets including electric locos and execution of contracts for the same, Removal and disposal of Garbage, Maintenance and preparation of meals in kitchen in Running Rooms.
Signal and Telecommunication (S&T)	Principal Chief S&T Engineer	Chief S&T Engineer assisted by Deputy Chief S&T Engineer.	Senior Divisional S&T Engineer assisted by Divisional S&T Engineers, Assistant S&T Engineers	Maintenance of all S&T assets and execution of contracts for the same, Hiring of vehicles etc.
Construction	Chief Administrative Officer	Chief Engineers of all disciplines, Deputy Chief Engineers	Deputy Chief Engineers, Executive Engineers, Assistant Engineers,	Construction of new railway assets and execution of

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			Section Engineers and Junior Engineers	contracts for the same
Stores	Principal Chief Materials Manager	Chief Materials Manager, Deputy Chief Materials Manager assisted by Senior Materials Manager and Assistant Materials Manager.	In Divisions - Senior Divisional Materials Manager In Stores Depot - Deputy Chief Materials Manager assisted by Assistant Materials Manager,	Procurement of stores for users of different departments through tenders and contracts, Contracts for disposal of scrap of all departments, Removal and disposal of Garbage, Transportation of materials, Hiring of vehicles, etc.
Personnel	Principal Chief Personnel Officer	Chief Personnel Officer, Deputy Chief Personnel Officer assisted by Senior Personnel Officer and Assistant Personnel Officer	Senior Divisional Personnel Officer assisted by Divisional Personnel Officer and Assistant Divisional Personnel Officer	Staff matters, Canteens, Hiring of vehicles, Hiring of secretarial staff.
Safety	Chief Safety Officer	Deputy Chief Safety Officer	Senior Deputy Safety Officer	Ensuring safety of railway assets, Hiring of vehicles etc.
Security	Chief Security Commissioner	Additional Chief Security Commissioner	Senior Divisional Security Commissioner, Assistant Divisional Security Commissioner	Security, Hiring of vehicles etc.
Medical	Principal Chief Medical Director	Medical Director, Medical Officers, Assistant Medical Officers	Chief Medical Superintendent, Divisional Medical Officers, Assistant Divisional Medical Officers, Health Inspectors	Providing Medical facilities to railway staff. Cleaning and sanitisation Contracts for Railway Hospitals, colonies. Hiring of ambulance etc.
Information Technology (IT)	Chief Manager, Information Technology	Senior Electronic Data Processing (EDP) Manager	Senior Divisional EDP Manager, EDM Manager	Maintenance Contract of assets of IT Centre

Appendix II
संविदा मजदूर के लिए प्रतिक्रिया (फीडबैक) प्रारूप

कार्य का नाम:	
1	संविदा मजदूर का नाम
2	पिता का नाम
3	पता
4	मोबाइल संख्या
5	आपका कर्मचारी भविष्य निधि खाता संख्या क्या है?
6	आपका कर्मचारी राज्य बीमा संख्या क्या है ?
7	ठेकेदार/एजेंसी जिसके द्वारा आप कार्य कर रहे हैं उसका नाम एवं पता
8	कर्मचारी भविष्य निधि के लिए ठेकेदार का कोड क्या है?
9	कर्मचारी राज्य बीमा के लिए ठेकेदार का कोड क्या है ?
10	आप कब से वर्तमान ठेकेदार के अंतर्गत कार्य कर रहे हैं?
11	संविदा मजदूर के रूप में आपको क्या-क्या भुगतान या सुविधा मिलना चाहिए?
12	वर्तमान में आपको क्या-क्या भुगतान या सुविधा मिल रही है?
13	आपको यह भुगतान नकद में है या बैंक के माध्यम से मिलता है?
14	क्या आपके नकद भुगतान के समय कोई रेलवे कर्मचारी/अधिकारी उपलब्ध होता है?
15	वर्तमान में आपको कितना वास्तविक मजदूरी मिल रही है?
16	आपके द्वारा प्रतिदिन कितने घंटे कार्य किये जाते हैं?
17	आपके द्वारा सप्ताह में कितने दिन कार्य किया जाता है?
18	सप्ताह के किस दिन आपका साप्ताहिक अवकाश होता है?
19	साप्ताहिक अवकाश के दिन कार्य करने पर आपको कितनी मजदूरी प्रदान की जाती है?
20	आपको मिलने वाले बोनस की राशि कितनी है?
21	क्या आपकी कोई मजदूरी बकाया है, यदि हाँ तो वह किस समय के लिए बकाया है?

संविदा मजदूर का हस्ताक्षर

निरीक्षण करने वाले कर्मचारी/अधिकारी का नाम एवं हस्ताक्षर

Appendix III
FORM VI-B
[See Rule 81 (3)]
Contract Labour (R&A) Central Rules - 1971
Notice of Commencement/Completion of Contract Work

1. Name of the Principal Employer and Address.....
2. Number and date of Certificate of Registration.....
3. I/We hereby intimate that the contract work (name of work) given to (name and address of the contractor) having Licence No dated.....has been commenced/completed with effect from (date)/on (date).

Signature of Principal Employer

To

The Inspector

.....

.....

Appendix IV

Contract Labour (Regulation & Abolition) Central Rules

FORM XXV

See Rule 82(2)

Annual Return of Principal Employer to be sent to the Registering Officer

Year ending 31st December, _____

1. Full name and address of the Principal Employer. _____

2. Name of Establishment: _____
(a) District _____
(b) Postal Address _____

(c) Nature of operation/industry/work carried on _____
3. Full name of the Manager or person responsible for supervision and control of the establishment. _____

4. Number of contractors who worked in the establishment during the year (Give details in Annexure). _____

5. Nature of work/operations on which contract labour was employed. _____
6. Total number of days during the year on which contract labour was employed. _____
7. Total number of man-days worked by contract labour during the year. _____
8. Maximum number of workmen employed directly on any day during the year. _____
9. Total number of days during the year on which direct labour was employed. _____
10. Total number of man-days worked by directly-employed workmen. _____
11. Change, if any, in the management of the establishment, its location, or any other particulars furnished to the Registering Officer in the application for Registration indicating also the dates. _____

Principal Employer

Place _____

Date _____

Annexure to Form XXV

Name and Address of the Contractor	Period of contract		Nature of work	Maximum number of workers employed by each contractor	No. of days worked	No. of man-days worked
	From	To				
1	2		3	4	5	6

Appendix V
FORM XXIV
[See Rule 82(1)]
Return to be sent by the Contractor to the Licensing Officer

Half-Year-Ending.....

1. Name and address of the Contractor ..
2. Name and address of the establishment
3. Name and address of the Principal employer
4. Duration of Contract: Fromto.....
5. No. of days during half year on which-
 - (a) the establishment of the Principal employer had worked
 - (b) the contractor's establishment had worked.. ..
6. Maximum number of contract labour employed on any day during the half year:

<i>Men</i>	<i>Women</i>	<i>Children</i>	<i>Total</i>
7. (i) Daily hours of work and spread over-
 - (ii) (a) whether weekly holiday observed and on what day-
 - (b) If so, whether it was paid for-
 - (iii) No. of man-hours of overtime worked
8. Number of man-days worked by-

<i>Men</i>	<i>Women</i>	<i>Children</i>	<i>Total</i>
9. Amount of wages paid-

<i>Men</i>	<i>Women</i>	<i>Children</i>	<i>Total</i>
10. Amount of deduction from wages, if any-

<i>Men</i>	<i>Women</i>	<i>Children</i>	<i>Total</i>
11. Whether the following have been provided-

(i) Canteen
(ii) Rest-Room
(iii) Drinking water
(iv) Creches
(v) First-Aid

(If the answer is 'yes' state briefly standards provided)

Place

Signature of Contractor

Date

Appendix VI

Contract Labour (Regulation & Abolition) Central Rules

FORM XII

See Rule 74

Register of Contractors

1. Name and address of the Principal Employer _____

2. Name and address of the establishment _____

S. no	Name and address of contractor	Nature of work on contract	Location of contract work	Period of contract		Maximum No. of workmen employed by contractor
				From	To	