

MEMBER PORT TRUST
TRAFFIC DEPARTMENT
RAILWAY DIVISION

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No.RM/EY-190/Pt.VI/2020/ 373

Date: 22.06.2020.

To,

The Dy. Secretary and
CPIO, HR section(GAD)

Sub: Information sought under RTI Act, 2005.

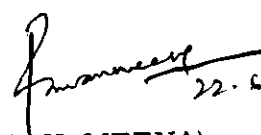
Ref: e-mails from sraphale@mumbaiport.gov.in
dated 15.06.2020 & 17.06.2020.

With reference to above, information pertaining to Railway Division, Traffic department regarding point no.3 (ii) a, b, c, d, e, f, g, h, i of RTI application dated 11.06.2020 is as below:-

Pt. No.	Information	Facts
a	After announcement of lockdown by Prime Minister, DOPT had issued guidelines for attendance of employees by preparing roster arrangement to minimize the attendance in the office, how many departments have followed the guidelines please give details of roster arrangements made by each department of Mumbai Port Trust. And if it is not done then reason for the same	Railway Division, Traffic Dept. had prepared a roster initially upto 31.03.2020. However, due to complete lockdown, no Class III/IV staff had reported at RM's office till 17.05.2020. At Grain Depots and at Wadala Depots there was minimal attendance throughout the lockdown period by which commercial and operational activities were carried out. Skeleton Class III/Class IV staff have started reporting RM's office w.e.f. 18.05.2020 and 15.06.2020 respectively. Proposed roster arrangement is enclosed.
b	Does indoor establishment staff comes under Essential Services. If yes how the attendance of employee required whether personally or work from home of each department.	It's a corporate policy decision. Information may be obtained from GAD.
c	What are the arrangements made by each department to issue passes to travel by each department. How many vehicles used to bring staff to the office by each department and expenditure incurred on the same.	The permission dated 04.04.2020 through Security Division, MbPT was obtained from the DCP(Port Zone) to allow all the officer's and employees of Railway Division, Traffic Dept. to attend their work places. One office vehicle was used to transport the staff of Railway Division, Traffic Dept. The expenditure cannot be ascertained as the vehicle is under contract by GAD.

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d	Feedback from all departments received by Secretary Department. If any regarding affected work due to non availability of indoor staff during lockdown period from 23.03.2020.	Information may be obtained by GAD.
e	If the roster system management authorization conferred upon HOD's consideration, why there were different criteria for each department.	Railway Division is falling under Traffic Department. Followed the orders issued by the Traffic Manager (I/C) in this regard from time to time.
f	Any internet connectivity of current operating systems used by Mumbai Port Trust for routine work was allotted to staff to work from home by each department.	Through Anydesk software, Bill Tracking System (BTS) was accessed from home by one of the employee of Railway Div., Traffic Dept. for processing of hiring of M/s. RITES Loco bills received by this division.
g	System of work from home operated by each department in detail and does the working of each department streamlined during lockdown period and if yes summary of work done.	As a corporate policy, work mainly like contacting retired pensioners above 60 years of ages and above 70 years of age so as to inform them about MbPT medical facility and to get feedback on their health status in view of COVID 19, bill processing and attending online meetings etc.
h	As the circular regarding attendance issued on 25.05.2020, what about the staff who attended duty regularly during lockdown period from 23.03.2020, any special leave has been granted to them or under consideration.	It's a corporate policy decision. Information may be obtained from GAD.
i	Discrepancy in attendance of indoor staff in various department varied from daily physical attendance and work from home category, did any guidelines were issued before/during lockdown period for considering work from home as leave or attendance. If No, Please give the reason.	It's a corporate policy decision. Information may be obtained from GAD.



22.6.2020

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22/6/20

<p>Class IV duty hrs 08.00 to 16.00- 1 Employee</p>	<p>Class III staff of TXR office will report office in every alternate days. Class IV employee has been included in the Batch A</p>	
<p>Wadala Depot - 18 employees of Rly. Div. (Class III - 14 & Class IV - 04) + 23(Class III - 2 & Cl.IV -21)</p>	<p>Batch A First Shift - 05 (Class III-1 +Class IV-04) Second Shift-05 (Class III-1+Class IV-04) Third Shift- 05 (Class III-1+Class IV-04)</p>	<p>Batch A & Batch B will report the office on alternate day.</p>
<p>Total - Class III - 16 (including CBM-4 & Class IV -25)</p>	<p>Batch B</p>	<p>However, employees working in CBM/ACBM category will continue to report to their duty place as per their existing rota.</p>
<p>First Shift - 10 (Class III 2 + 1 CBM + Class IV 7)</p>	<p>First Shift - 04 (Class III-1 +Class IV-03)</p>	
<p>Second Shift - 11 (Class III-2 + CBM-1 + Class IV-8)</p>	<p>Second Shift-05 (Class III-1+Class IV-04)</p>	
<p>Third Shift - 11 (Class III-2 + CBM-1 + Class IV-8)</p>	<p>Third Shift- 05 (Class III-1+Class IV-04)</p>	

Note- The Hired vehicle No.MH-03-CP-1879 will be required as per contract.


RAILWAY MANAGER.