



BHARAT SARKAR/GOVERNMENT OF INDIA
RAIL MANTRALAYA/MINISTRY OF RAILWAYS
(RAILWAY BOARD)

No. 2020/TT-1/76/Staff/2

New Delhi, dated 08.12.2020

Principal Chief Operations Manager,
All Indian Railways.

Principal Chief Commercial Manager,
All Indian Railways.

~~PCOM~~

Sub: Syllabus for 70% selection from Group 'C' to Group 'B' posts in the
Traffic (Transportation & Commercial) Department of Railways.

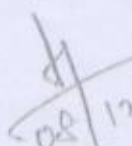
Ref: Board's letter No.E(GP)2018/2/31 dtd. 16.10.2020.

As on date syllabus for professional subjects of 30% LDCE for promotion to Group 'B' posts has been notified by Board but the syllabus for 70% Selections are notified by the respective Zonal Railways/PUs.

Now, Board has decided to have a unified syllabus for the 70% Selection to Group 'B' posts on Indian Railways. Thus, a unified syllabus for 70% Selection for promotion from Group 'C' to Group 'B' posts in Traffic (Transportation & Commercial) Department of Railways is enclosed herewith for guidance. This unified syllabus may be given wide publicity and circulated amongst the eligible candidates.


21.12.20

DA: As above.


08/12/2020

(Satyendra Kumar)
Director Traffic Transportation (POL)
Railway Board

Copy to :-PCPOs/IR

CTPM

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SYLLABUS FOR 70% SELECTION FOR PROMOTION TO GROUP 'B'
POSTS IN THE TRAFFIC (TRANSPORTATION & COMMERCIAL)
DEPARTMENT

A. TRAFFIC (TRANSPORTATION):

I. GENERAL

- Hierarchical set up and line of control of Operating Dept. at the Divisional, Zonal and Railway Board level.

II : TRAFFIC, TRAIN AND POWER CONTROL ORGANIZATION

- Objective and set up of Control Offices.
- Functions of Control Organization pertaining to Train Ordering, Punctuality, Maintenance of Operating Statistics, Wagon & Loco Stock Management, Blocks (Engg., TRD etc) management, Management during Accident & Unusual Situations/Circumstances & Disaster Management.
- Duties and responsibilities of Chief Controllers, Dy. Chief Controllers, Sections Controllers, TNCs, Recorders and their Coordination with Lobbies, Station & Yards.
- Freight Train Operations (FTO) & Freight Train Ordering Principles with or without co-ordination with Crew Lobbies.
- Special Instructions during abnormal conditions of working & during emergencies like Cyclone, Civil Disturbances, Accidents etc.
- Daily Performances Reporting from Stations/Yards/Sheds to Area Sub-control, Area Sub-control to Divisional Control Office and from Divisional Control Office to Zonal Control Office and from Zonal Control office to Railway Board.
- Basic and important Documents/Registers maintained in Control Office and their basis.
- Periodical Performance Reporting and analysis of Operating Performance along with compilation of statistical data.
- Power Control Organization – Engine and Crew scheduling.
- Factors affecting Wagon & Engine utilization and methods of improvements.
- Working pertaining to issue of Caution Orders from Nominated and Notice Stations.
- Liasion/Co-ordination with Control Establishments of other departments like Engg., TRD, Traction Control, Signaling Control etc.

III. FREIGHT TRAIN OPERATIONS

- Functioning of Crew & Guard Lobbies.
- Integrated Lobbies.
- Shunting operations in Yards or Road side stations.
- Working of Marshalling Yards & Transshipment Points.
- Causes of Yard and Section congestion and remedial strategies.
- All India Marshalling Order and Railway-wise Marshalling Orders – Principles and Procedures.
- Rules regarding carriage of Explosive and other General goods.
- Priority Schedule.
- Indent Allotment and Supply of Freight stock at stations.
- Wagon Stock Management for loading and unloading operations.
- Imposition of Operating Restrictions on Wagon Loading and acceptance of Wagon Indents.
- Observance of Civil ban and Carriage of Contraband goods etc.
- Important Documents/Registers maintained in Yards & at Stations.
- Familiarity with G&SR, Accident Manual, Operating Manual, Block Working Manual, Red Tariff, IR Act, 1989 etc.
- Crew Management.
- Engine Utilization aspects requiring special attention :-
 - ❖ Engine crew and Train Crew Schedule.
 - ❖ Rules regarding Outstation and Home Station rest, etc. to ensure observation of 10 Hour Rule or Rules applicable from time to time.
 - ❖ Movement of Dead Locomotives.
 - ❖ Management of maintenance Schedule of Locomotives.
 - ❖ Shed and Traffic Outage of locomotives.
- Wagon Turn Round Time (WTR) & factors affecting optimum utilization of the wagon fleet and methods of improvement:-

- Running of unit trains and formation of Captive Rakes.
 - Block Train Operations.
 - Nominated day loading.
 - Rationalization Scheme of movement of Freight traffic for avoiding congestion by specific routes.
 - Merry –Go-Round(MGR) System.
 - Engine on –load (EOL) System.
 - Mini rake system
- Supervision and control over movement of Special type of Stock, ODC consignments.
 - Maximum Moving dimensions.
 - Wagon Census.
 - Uses of Computer : -
 - ❖ Freight Operations Information System(FOIS)
 - ❖ Coaching Operations Information System(COIS)
 - ❖ Rake Management System(RMS)
 - ❖ Terminal Management System(TMS)
 - ❖ Computerized Train Charting
 - ❖ SATSANG
 - Relevant Rules and important Policy guidelines.
 - C&W examination for Intensive, Round Trips, Premium and Close Circuit rakes.
 - Sicklines and TXR Repair Depots including POH, & ROH Depots and their functions.
 - Supply of Coaches/Wagons to C&W shops for POH and special repairs.
 - Working of Travelling traffic cranes for handling heavy consignments at Intermediate stations.
 - Detaching of Sick Wagons at enroute Stations and their repair and clearance.
 - Inter change transactions – Junction returns of Inter Railway Inter change traffic.
 - Weighment of rakes.
 - MIL RAIL.
 - Permissible Axle Loads & Heavy Haul Operations.
 - 'Payload' to 'Tare' Ratio of Wagons.

Operating Statistics

- Definition, meaning and methods of compilation of the Fundamental and Derived units.
- Analysis of the Operating Statistics.
- Important Operating Efficiency Indices, their meaning and uses.
- Operating Ratio
- Concept of Long Haul trains & its benefits.
- Concept of Convoy train.
- Traffic Survey.
- Foreign traffic and its components/pattern.

IV. Working of TRAINS GENERALLY AND GENERAL AND SUBSIDIARY RULES

- Responsibility and Function of Engine crew before starting and while on run and during abnormal/unusual situations.
- Responsibility and function of Guard/Asst. Guard before starting and while on run and during abnormal/unusual situations.
- Role & Responsibility of Station staff in working of trains.
- Various systems of working of trains and Conditions for Granting LC.
- Classification of Stations, Standards of Interlocking, Signaling systems, Equipment & their working.
- Station Working Rules and Block Working.
- Level Crossings.
- Line capacity and measures for augmenting it MAUQ, Tokenless working, Centralised Traffic Control, Doubling, Automatic Block, IBS/IBH.
- Combined Train Report, Guard's Rough Journal Book, Vehicle Guidance, Driver's Ticket, Brake Power Certificate etc.
- Rules regarding Marshalling of vehicles on Passenger, Mixed and Freight trains.

- Vacuum Brake & Air brake systems alongwith Continuity Test.
- Precautions to be taken on Ghat sections.

V. PASSENGER TRAINS OPERATIONS

- General principles and methodology of Time Tabling of Passenger trains.
- Consultative Machinery for revision of Time Table at Divisional, Zonal and Railway Board level.
- Publication of Working Time Tables, Public Time Tables & Sheet Time Tables.
- Punctuality of Passenger carrying trains.
- Factors affecting Punctuality of Passenger carrying trains and methods of improving the Punctuality.
- Augmentation of train loads for meeting traffic requirements.
- Running of Tourists coaches, Special carriages and Special trains.
- Planning & Running of Holiday specials, Mela Specials, Tourist Specials, etc.
- Introduction of new trains, extension of train runs, introduction of Through and Sectional Coaches.
- Preparation of Engine Links, Driver/Guards Links & Rake Links.
- Commuter Service Operations.

VI ACCIDENTS AND SAFETY ORGANIZATION

- Accidents, types and their classification, causes and their prevention.
- Functioning of Railway Safety Organization.
- Chief Commissioner of Railway Safety and his Functions.
- Rules for reporting Accidents.
- Accident Relief Medical Equipment (ARMEs) & Accident Relief Trains (ARTs).
- Role & Responsibilities of various officials and Departments during accidents.

- Responsibility of the Control Organization Station Masters and Traffic staff on the affected Section.
- Accidents enquiries and DAR action against staff held responsible for the Accidents.
- Review and analysis of Accidents for taking corrective measures.
- Disaster Management & Implementations of High Level Committee's report on Disaster Management on Indian Railways.

ACCIDENTS PREVENTION

- Psycho analysis in case of accidents attributed to human failures.
- Improved mechanized aids to prevent human error like:
 - Improved signaling and inter-locking arrangement
 - SM's central and inter cabin control over route
 - Track circuit and Axle counters
 - Route Relay inter-locking
 - Automatic cab warning system and automatic braking system.
- Refresher Courses, Safety camps and safety campaigns.

VII. PLANNING ON THE RAILWAYS

- Set up & Functions of Planning Wing on IR.
- Corporate plan and Annual Plan.
- Traffic planning and augmentation of line capacity works.
- Doubling, Bypass & flyover planning works.

B. TRAFFIC (COMMERCIAL)

- Booking of Goods Traffic – Forwarding notes, Registrations of indents, allotment rating and routing of traffic, misdeclaration, RR, weightment including punitive chares for overloading empty tare weightment, classification of goods, loading and unloading including transshipment, free time for loading and unloading, booking of animals dangerous and offensive goods, military traffic, RMC etc. different charges like demurrage, wharfage, stacking, stabling etc.
- Rules of levying of Punitive charges, overloading.
- Freight Incentive Schemes, Terminal Management System, Goods shed working, Trainload benefit, quick transit service, container service, loadability of wagons, higher capacity routes. Various wagons investment schemes like WIS, TIELS, LWIS & GPWIS.
- Out Agencies, City Booking Offices and other Ancillary Services.
- Commercial Inspection.
- Siding-assisted and private siding-rules-charges-Liberalized Siding Policy.
- Dedicated Freight Corridor.
- Other recent policy changes regarding freight.
- Sealing and labeling of wagons-delay in transit-diversion of wagon load traffic-disposal of seal defective wagons-transport of small traffic-repacking sheds and transshipment points.
- Delivery of consignment-undercharges-overcharges-refund of overcharges-delivery of consignment short of destination-disposal of consignments-over-carried-disposal of unclaimed and unconnected consignments.
- Station outstanding: Realisation and its clearance.
- Dynamic Pricing- LTTC, TEFD, Station to Station rules (STS) etc.
- Various private siding policy- Green Field PFT, Brown Field PFT etc.
- E-payment of Railway Freight/GST/e-Way bills.
- Weigh bridges, integration of weigh bridges with FOIS.
- Preferential Traffic Order (PTO), Rationalisation routes, divisions/rebooking/rating/routing of goods traffic.

- Marketing and Sales activities at the level of Divisions and Headquarters-Claims prevention and claims statistics-public relations on railway-public complaints and their disposal-liability of railways in case of accident to a passenger train.
- Coordination of functions of various consultative committees at national, zonal and divisional levels.
- Liability of Railways as Carriers of goods and animals.
- Catering and vending services, Book stalls etc.
- Indian Railways Conference Association-its-functions.
- Commercial Statistics-their usefulness.
- Indian Railways' Act chapters relating to traffic facilities-working of railways, responsibility of railways as carriers and penalties and offences.
- Various ticketing schemes-Tatkal rules, concept of e-tickets, I-tickets, Scheme of Frequent Travel(SOFT), tickets through ATMs, Reservation and refund rules.
- Railway Claims Tribunal Act and functioning of RCT and RRT.
- Unreserved Ticketing System (UTS), Automatic Ticket Vending Machines (ATVM), Jansadharan Ticket Booking Scheme (JTBS), Railway Travel Service Agents (RTSA), etc.
- Station Ticket Booking Agent (STBA), Yatri Ticket Subidha Kendgra (YTSK), RTC.
- Suvidha Trains, Special Trains, ART (Advance Reservation Period), PNR, Passenger Profile Management, Premium Trains/Dynamic price.
- Various measures including Intensive Check Posts (ICPs) to combat ticketing frauds and ticket less travel.
- Categorization of railway stations depending upon passenger earnings.
- Halt Policy.
- Passenger Amenities-model stations-minimum essential amenities-recommended and desirable^o passenger amenities depending upon classification of station-works programme etc.

- Integrated on-board services-bedroll distribution in AC coaches-cleanliness of coaches on board supply of newspaper, On Board housekeeping services (OBHS), clean train station, magazines and toiletries, National Green Tribunal (NGT), station cleanliness etc.
- Public-private-partnership (PPP) schemes-pay and use toilets (deluxe as well as normal)-retiring rooms-waiting halls-beautification of stations etc.
- Train Enquiry System – National Train Enquiry System (NTES)-Integrated Train Enquiry System (ITES) Call Centers etc.
- Train enquiry system-Integrated coach management system (ICMS).
- Customer Care Training -a more customer friendly attitude among the frontline staff – on the job training etc.
- Commercial publicity - policies and implementation on zonal railways.
- Classification of earnings.
- Strategies to enhance sundry earning parking contracts, STD/PCOs, Cyber Cafes, ATMs various kiosks etc.
- Leasing policy for parcels.
- Rules regarding parcel booking, overloading and computerization of parcels etc.
- Parcel Management System (PMS).
- Non Fare revenue & its sources.
- Passenger Service committee, Passenger amenities committee.
- IRCTC and its functions.
- Railway tourism & circular tickets.
