

**GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
RAILWAY BOARD.**

No.97/Safety-I/23/15

New Delhi, dated 29 .03-2007

**General Managers,
All Indian Railways.**

Sub: Revised policy for categorization of Drivers.

The NFIR had raised certain points relating to the above policy with suggestions for further improvement issued vide Board's letter of even number dated 19-05 2006. Board has reviewed the policy. The Drivers' Grading Booklet Revision - I as approved by Board is enclosed for uniform implementation on all Zonal Railways.

Please acknowledge the receipt and confirm the compliance subsequently.

Encl: As above.


29/3/
(Sanjay Kubba)
Director(Safety)I,
Railway Board.

Copy to: -

Chief Safety Officer all Indian Railways, All Federations: AIRF, 4 State Entry Road,
NFIR,3 Chelmsford Raod, DG/RDSO, AM(Elec.), AM(Mech.), AM(Staff) Safety (A&R)

GRADING BOOKLET - Revision I

Instructions to LIs and Drivers

1. A revised policy for categorisation of drivers into 'A', 'B' 'C' and 'D' grades has been formulated by the Board. This 'Grading Booklet' gives the instructions for carrying out the grading of drivers and for the usage of this booklet. Attached with the booklet is a flow chart giving the complete logic of driver categorisation and procedure thereof.

LIs to keep monitoring their allocated drivers as per periodicity and schedules laid down by the individual railways. Every driver will be categorised by his LI at the end of period prescribed in this grading book for the purpose of categorising him as 'A', 'B' 'C' and 'D'.

2. Revised Policy for Categorisation of Drivers

- For evaluating a driver's overall performance, attributes which a driver is expected to possess have been listed out under different heads.
- The LI is required to carry out the grading of the driver as per these attributes only and should not use his own discretion for assessment.
- The various attributes for this categorisation have been quantified and norms for these are as under :

- Driving Technique	- 25 marks
- Knowledge of Safety and Operating Rules	- 30 marks
- Technical Knowledge and Trouble Shooting	- 15 marks
- Personal Habits	- 10 marks
- Accident Record (during the last 5 years)	- 20 marks

Total	<hr/> 100 marks <hr/>
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- A total of hundred attributes have been listed which are common for both Diesel and Electric drivers.
- Each attribute will carry 1 mark. LI is required to allot 1 mark if driver's performance is adequate and 0 if inadequate.

- Actual attributes/performance that are required to be evaluated can vary from one division to another. For example, in case a division does not have automatic signalling section, then drivers' performance regarding the same will not be evaluated.
- Actual attributes/performance that are required to be evaluated would depend on the grade of the driver. For example, performance of a goods driver will not be evaluated regarding recovery time available in WTT in case of late running.
- There will be negative marks, as under, which would be awarded to Driver in case he is addicted to alcoholism :

(a) Chronic	15 marks
(b) Habitual	10 marks
- After marks are awarded attribute wise and deduction of negative marks, if any, the final grades would be awarded as follows :

• 80 and above	-	'A' Category
• 60 and above but less than 80	-	'B' Category
• 50 and above but less than 60	-	'C' Category
• Below 50	-	'D' Category
- This grading booklet has provision for entry of five consecutive gradations.
- This grading booklet will be kept with LI but driver has to acknowledge this booklet after each grading so that he knows his weak areas, where there is scope for improvement.
- Summary of the grading in difference attributes will be kept in the divisional office with Sr. DME / Sr. DEE (Opt.)
- The division should maintain a database on gradation of drivers on the to enable the administration to identify those areas where majority of drivers are weak or where their knowledge is less than adequate. On the basis of this information, additional emphasis should be given to those areas during training of drivers in ZTCs/STCs.

3. Periodicity of review / revising grading :

- 'A' category driver will be graded once every 3 years, 'B' category driver once every 2 years and 'C' category driver as per the procedure/ periodicity given in para 4 below.
- 'D' category drivers will be dealt as per the procedure in para 5 below.
- Staff on promotion to goods drivers and also new entrants will initially be assigned 'C' category notionally.

4. Procedure/Periodicity for 'C' category drivers:

- New entrants as also those promoted as goods drivers will initially be put in 'C' category.
- A new entrant as Asst Driver and also newly promoted driver will be allowed to perform footplate duties and would be re-evaluated by the nominated LI after one year. Subsequent to the evaluation, unless he has improved to at least 'B' category, he would be sent for an out of turn refresher course. After completing this out of turn refresher course, he will again be put on footplate duties for yet another 6 months and again re-evaluated. If he still does not improve to at least 'B' category he shall be taken off from footplate duties and compulsorily be de-categorised as 'D'.
- Those drivers already in category 'B' or above but found to have fallen to 'C' would be sent for an out of turn Refresher course followed by 6 months of active footplate duties. They would be further re-evaluated by their nominated LI and in case they don't improve to at least 'B' they would also be compulsorily de-categorised as 'D'.

5. Procedure/Periodicity for 'D' category drivers:

- As soon as a driver falls in 'D' category he shall not be allowed footplate duties and instead sent for out of turn refresher course. Those found addicted to alcoholism as habitual /chronic will also be sent for rehabilitation camp in terms of Board's policy No.2001/Safety-I/23/4 dated 27.11.2001.
- On completion of out of turn refresher and/ or rehabilitation he would be tested on a simulator followed by an interview and a grading by a panel of 3 LIs, appointed by the concerned Sr. DEE/ Sr. DME. The evaluation by

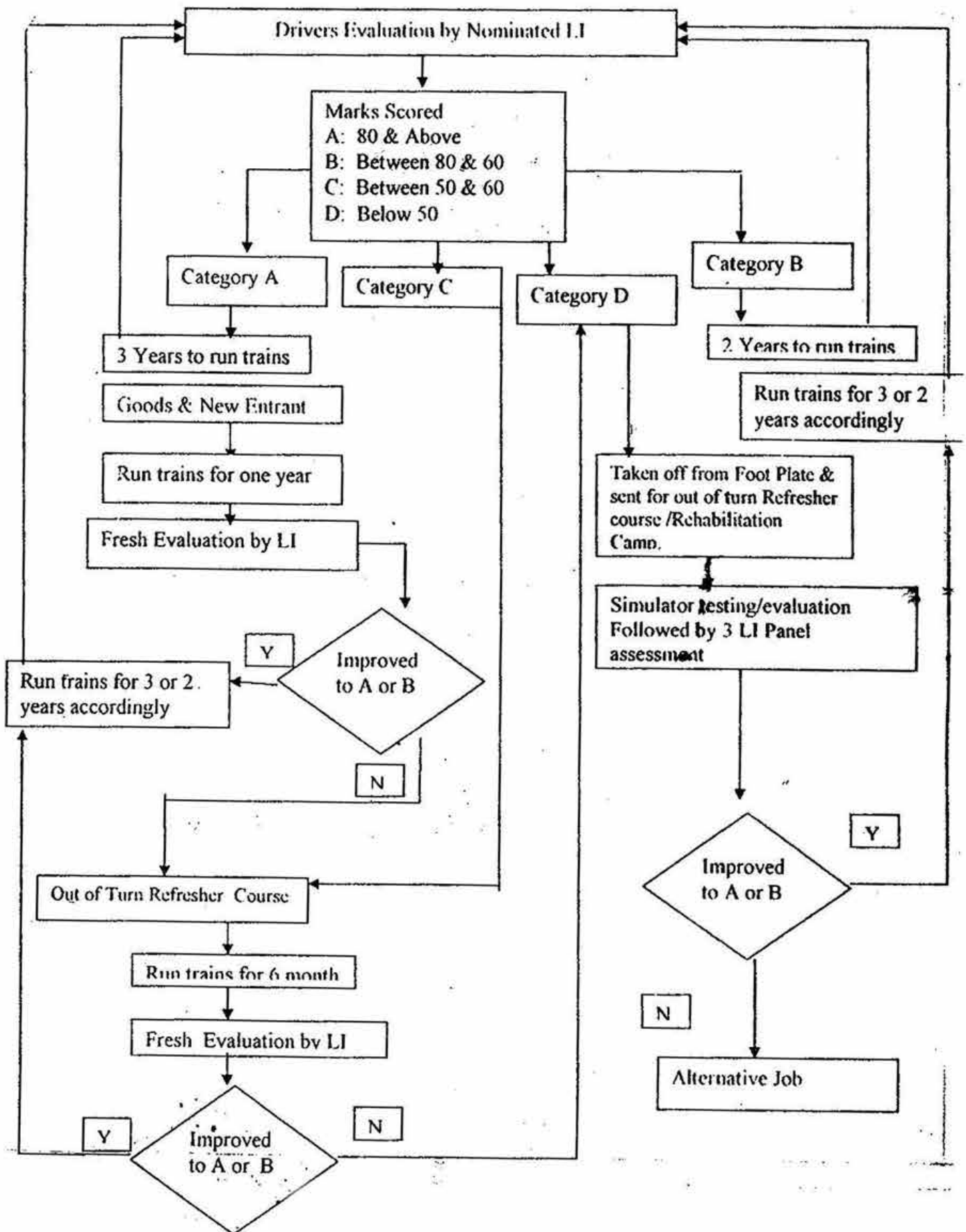
LIs will not only be based on the marks grading criteria but on an overall realistic evaluation of the driver under question. In case he is not able to improve to at least 'B' category he would be reassigned to an alternate category, which would not be Non-Technical Popular Category (NTPC). Reassignment to an alternate category would be done on recommendations of the LI's panel to the concerned branch officer (Sr. DEE/ Sr. DME).

- Drivers refusing to attend rehabilitation camps or found drunk on duty, etc. will continue to be dealt with as per alcoholism policy No. 2001/Safety-I/23/4 dated 27.11.2001.

6. General instructions

- Safety grading of drivers would not be linked to promotion. However, should a promotion become due to a 'C' or 'D' category driver, it would be processed on a provisional basis under a sealed cover, with the stipulation that it would be effective from the date of acquiring the superior grading of at least 'B'. Proforma fixation would be allowed.
- Those who return to active driving after a spell of stationary duty/ absence of more than 90 days, will be evaluated after completing active driving for a period of one month and further dealt with according to the category thus assigned.

Drivers Categorization



Performance Assessment Parameters for Grading of Drivers into 'A', 'B' and 'C' Category

Driver Name	Gradation No				
Designation:	1	2	3	4	5
HQrs:	Date of Grading				
	Marks obtained in each Grading				

SNo	Performance Parameters	Max Marks	Gradation No				
			Marks obtained in each Grading				
			1	2	3	4	5
1	Driving Technique						
a	Performance before starting	6					
b	Performance after starting	4					
c	Engineman ship	11					
d	Whistles under different conditions	4					
	Marks on driving technique	25					
2	Knowledge of Safety & Operating Rules						
a	Road learning knowledge & location of following	5					
b	Location of signals & their sighting points	4					
c	Knowledge of Safety Rules & Regulations	8					
d	Knowledge of Rule Books & latest correction slips	7					
e	Knowledge of Working under abnormal conditions	6					
	Marks on Safety & Operating Performance	30					
3	Technical Knowledge & Trouble Shooting						
a	Technical Knowledge	5					
b	Knowledge with regard to C&W fitments	6					
c	Trouble shooting capabilities	4					
	Marks on Technical Knowledge & Trouble shooting	15					
4	Personal Habits						
a	Discipline	2					
b	General attributes	5					
c	Record keeping & paper work	2					
d	Hygiene	1					
	Marks on Personal Habits	10					
5	Accident Record						
	Marks on Accident Record	20					
	Grand Total	100					
	Signature of Driver						
	Signature of Loco Inspector						

Performance Assessment Parameters for grading of Drivers into 'A', 'B' & 'C' Category

Subject	Performance Parameters (Adequate/ Inadequate)	Max Marks	Gradaation No				
			1	2	3	4	5
			Date of Grading				
			Marks obtained in each Grading				

1. Driving Technique**(a) Performance before Starting**

1. Personally checks loco before starting	1					
2. Personally checks his train at road side station	1					
3. Sign brake power certificate after guard signs.	1					
4. Personally checks caution order before signing	1					
5. Personally checks authority to proceed	1					
6. Exchanges signals with guard	1					
Total	6					

(b) Performance after Starting

1. Doesn't start with a jerk	1					
2. Conducts brake feel test	1					
3. Accelerates smoothly for attaining booked speed	1					
4. Whistles/exchange signals with guard after leaving station	1					
Total	4					

(c) Engineman ship

1. Driving & Coasting Technique	1					
2. Use of Dynamic/ Rheostatic brakes	1					
3. Starting/stopping of train on up-gradient	1					
4. Keeps control over train in down gradient	1					
5. Stopped a train in down gradient	1					
6. Working of double headed & multiple locos	1					
7. Observing all speed restrictions	1					
8. No over shooting of platform during stopping, drawing train up to starter/stop board and clearance of fouling mark	1					
9. Calling out signal aspects: line nominations	1					
10. Exchanges all right signal on run	1					
11. Enters loop lines at nominated speeds	1					
Total	11					

(d) Whistles under Different conditions

1 Whistles before starting, after leaving the station and while running through a station	1					
2. At all "W" & "W/I" boards, at cattle roaming on track and trespassers crossing the track	1					
3. While approaching a bridge, tunnel, cutting and blind curve	1					
4. In case of ACP or HPD	1					
Total	4					
Grand total	25					

Performance Assessment Parameters for grading of Drivers into 'A', 'B' and 'C' Category

Subject	Performance Parameters (Adequate/ Inadequate)	Max Marks	Gradation No				
			1	2	3	4	5
			Date of Grading				
			Marks obtained in each Grading				

2. Knowledge of Safety & Operating Rules

(a) Road learning knowledge & Location of following

1. Manned level crossings, blind curves, steep gradients etc	1					
2. Permanent speed restrictions, spring points etc	1					
3. Yard layouts, sidings etc.	1					
4. Vulnerable locations where track is bad or trespassing occurs.	1					
5. Station approaches on gradients, loop length, yard layouts, and sidings.	1					
Total	5					

(b) Location of signals & their sighting points

1. Type of signaling systems in different section	1					
2. Meaning of each aspect of signal	1					
3. Signals on RHS of tracks, on curves etc	1					
4. Calling on signals, signaling arrangement at junction stations etc	1					
Total	4					

(c) Knowledge of Safety Rules & Regulations

1. Different authorities and documents given	1					
2. Rules for ghat section.	1					
3. Speed restriction indicators & boards	1					
4. Knowledge of working the train in foggy weather	1					
5. Reception\Departure from non-signaled line.	1					
6. Departure from common departure signaled line.	1					
7. Flasher light observed on opposite direction train, fusee observed on track	1					
8. Failure of IBH, Automatic & Semi automatic signals	1					
Total	8					

(d) Knowledge of Rule Books and latest Correction slips

1. System of working in different sections	1					
2. Bell codes between driver & guards.	1					
3. Latest correction slip of G & SR	1					
4. Latest correction slip of Operating Manual	1					
5. Latest Safety Circulars	1					
6. Knowledge of rules for TSI working	1					
7. Knowledge of working under different conditions like poor brake power, train parting etc	1					
Total	7					

(e) Knowledge of working under abnormal conditions

1. Piloting in case of signal\point failure	1					
2. Action to be taken in case of extinguished colour light signal, extinguished gate signal, Red signal in Automatic territory etc	1					
3. Action to be taken in case of signal going back to danger on approach, conflicting signals, etc	1					
4. Action to be taken in case of OHE hanging, headlight failure, whistle failure etc	1					
5. Action to be taken in case of engine failure in block section	1					
6. Working in case of wheel slipping cattle run over when lurch is experienced etc.	1					
Total	6					
Mark on Safety & Operating Rules	30					

Performance Assessment Parameters for grading of Drivers into 'A', 'B' & 'C' Category

Subject	Performance Parameters (Adequate/ Inadequate)	Max Marks	Gradaation No				
			1	2	3	4	5
			Date of Grading				
			Marks obtained in each Grading				

3. Technical knowledge & Trouble Shooting**(a) Technical knowledge**

1. Examination of locomotive	1					
2. Normal ratings of current & voltage, limits of Major equipments w.r.t current & voltage	1					
3. Use of safety appliances & relays	1					
4. Knowledge about circuit, traction motors pneumatic circuits, axle boxes, under frame etc	1					
5. Recent modifications on locos	1					
Total	5					

(b) Knowledge with Regard to C & W elements

1. Required amount of vacuum/ air pressure, Procedure for brake continuity test, BPC & continuity certificate	1					
2. Conducting of leakage test and locating leakage in vacuum/ air pressure	1					
3. Brake binding in vacuum/air-braked train	1					
4. Knowledge of brake gear & other under – gear fitment	1					
5. Hanging parts, flat tyre, Hot axle detachments	1					
6. ODC in train	1					
Total	6					

(c) Trouble Shooting Capabilities

1. Noticing correct abnormal sign & logical stage-wise trouble shooting	1					
2. Action to be taken in case of fire in loco	1					
3. Isolation of Traction Motors, auxiliaries, wedging of relays/contactors	1					
4. Panto trouble/SMGR manual control in Electric locos and Transition not working or picking up in case of Diesel locos	1					
Total	4					
Grand Total	15					

Remarks on Technical Knowledge & trouble shooting

Performance Assessment Parameters for grading of Drivers into 'A', 'B' and 'C' Category

Subject	Performance Parameters (Adequate/ Inadequate)	Max Marks	Gradation No				
			1	2	3	4	5
			Date of Grading				
			Marks obtained in each Grading				

4. Personal Habits

(a) Discipline

1. Not carrying unauthorized persons/materials in cab\loco, Leaving loco unmanned etc.	1					
2. Punctuality / Attitude towards work	1					
Total	2					

(b) General attributes

1. Duty consciousness, Sincerity & hard-working	1					
2. Takes proper rest before coming on duty, Ability to concentrate	1					
3. Exercising proper control over working of assistant	1					
4. Reports irregularities on line	1					
5. Performance during training courses	1					
Total	5					

(c) Record keeping & Paper work

1. Perusal of shed notices, Reads all memos carefully	1					
2. Maintenance of memo book, Entry in log book and engine repair book, Filling up of drivers ticket etc	1					
Total	2					

(d) Hygienic

1. Overall health and alertness	1					
Total	1					
Marks on Personal Habits	10					

5. Accident Record

Marks on Accident Record	20					
Signature of Driver						
Signature of Loco Inspector						