

SOUTH CENTRAL RAILWAY GUNTAKAL DIVISION

Running Room GOOTY



BRIEF HISTORY OF GOOTY RUNNING ROOM

Running Room is near to Railway station of Gooty and Crew controller lobby which is around 300 Mtrs distance from the lobby. It is minor Running Room in Guntakal Division providing accommodation for Freight crew (LP, ALP & Gds) of DHNE, RC, GTL, NRE and DMM based crews of GTL division with the capacity of 40 cubicle beds in two floors. It is certified by "International Organization for standardization (ISO 9001:2015)" on 09.03.2019 for providing best service, Hygienic food and comfortable stay of running staff.

Total beds available: 30

Peak Hours Occupancy: 14 from 00:00 Hrs to 06:00 Hrs.

Main Building: containing 2 floors each floor having 20 No. of air conditioned individual Cubicles.

Outsourcing: Subsidized meals and Running room activities i.e. cooking & serving of food, supply of purified water, newspapers & Magazines to the occupants, washing & ironing of linen and Housekeeping of Running room, Crew booking Lobby & Crew Rest room at Gooty.

SAILIENT FEATURES OF RUNNING ROOM GOOTY

- No. of Rooms available: 3 with 40 individual Cubicles 20 in each floor.
- Communication facility: Railway-23520 & CUG: 7032669743
- 04 No's of CC Cameras provided for monitoring activities of outsourcing staff and occupants.
- Electrical wiring and maintenance – in good fettle, which was maintained and monitored regularly by SSE/ ELE/GY S C Rly.
- Illumination level – Sufficient illumination is available in all rooms as well as in corridor.
- Rain water harvesting-Available
- Mosquito protection - All out repellants are provided for room, mosquito nets for individual bed and fly proof mesh to all windows.
- Window & Door curtains – Window and door curtains are provided for all rooms.
- Air-condition for all cubicles.
- Quality of furniture – Good quality of furniture provided wherever required
- Quality of Lenin and mattresses – Lenin is being procured from MFT SC and branded mattresses are procured through PO'S
- Reading lamps -Individual reading lamps are provided for each cubicle.
- Door mats – Door mats are available at each and every door and foot mats are available at each bed
- Utensils – All utensils are maintained with SS as per the railway board norms.
- Room Cleaning- Rooms are being cleaned at regular intervals and after vacation of the occupant with branded detergents and room fresheners for fragrance as per agreement.
- Subsidized meals including breakfast are provided at a cost of Rs 4.00

- Medical examination- Medical examination for Kitchen and dinning staff is ensured at regular intervals.
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- Kitchen Exhaust- Electric industrial type chimney with exhaust is provided in Kitchen to expel the heat and smoke.
- Dust bins- Dust bins covered with garbage bags are provided where ever required.
- LPG Cylinder- Separate gas bank room is available and four LPG Commercial Cylinders with 19 kgs are available for 10 days backup
- RO System- 250 LPH Industrial RO system maintaining with healthy TDS is provided for supply of drinking water to the occupants.
- Buckets and Mugs- Plastic buckets & Mugs for toilets and bathrooms are provided separately.
- Flush system- Wash rooms are fixed with western and Indian style commodes with good flush system.
- Solar Heater- Solar panels are available for provision of Hot water. Heating elements also provided as back up for hot water in unfavorable climatic conditions.
- Over Head Tanks- 3 tanks of 5,000 liters capacity water storage tank and GLR of 14000 Ltrs for general usage are provided.
- Reading room- Reading Room available.
- Literature available- Newspapers, safety posters and literature available in trilingual.
- Firefighting- DCP model of 5 kgs Fire extinguishers are provided.
- Shoe dusting- Automatic shoe polishing machine is provided.
- Store- Washed and New linen are neatly arranged in almirahs
- Meditation Hall- Meditation/ yoga room for stress relief.
- Hangers- Coat hangers and towel rods are provided in each cubicle and towel rods are also provided in bathrooms.

Works carried out by outsourcing at Running Room / GOOTY

Running room activities i.e., cooking & serving of food, supply of purified water, newspapers & Magazines to the occupants, washing & ironing of linen and Housekeeping of Running room, Crew booking Lobby & Crew Rest room at Gooty

- Carried out by M/s Dynamic Services Kolkatta l for a period of 24 month from 29.11.2018 to 28.11.2020
- Value of Contract: Rs.5914018/-
- No. of outsourcing staff: 15(including 6 kichen staff).
- Cooking and serving of food: Round the Clock
- Housekeeping: Round the clock

SALIENT FEATURES OF RUNNING ROOM

GOOTY

- This running room is maintained as per the railway Board Norms.
- Running Room Standing Committee-Functioning under chairmanship of ADRM/GTL along with Sr. scale branch officers.
- Spot Purchase Committee- Available at division level with Jr scale branch officers.
- Level of supervision-CCC/GY
- Complaint / Feedback - Available and prompt action is being taken
- LPG Pipe line- as per safety measures Separate Gas room with pipe line is available
- Pest control- Pest-O- Flash units are provided for effective control of insects
- Availability of Washing machine- Wash iron box provided
- Imprest cash- 2500/- available for petty repairs (Both Lobby & RR/GY)
- Strength of Running room staff- One care taker available
- Uniform/ID card- All outsourcing staff are in uniform and with ID cards.
- Availability of Instruction board- Instruction board is available.
- Noise pollution- Free from noise pollution
- Spare Mattresses, sufficient bed sheets and Mosquito nets available
- Power Back up- 50KVA Kirloskar Diesel generator available.
- White wash- Done in the February 2014.

RAILWAY BOARD PARAMETERS

S.No.	Parameters	Remarks
General Management		
1	Functioning of spot purchase committee	Available at divisional office
2	Level of supervision	Chief Crew Controller
3	Functioning of running room standing committee	ADRM Level
4	Award of Divisional and HQ level	
5	Complaint/Suggestion book and action taken	Available with immediate action
6	ISO Certification	Available valid up to 09.03.2021
7	Garden/Horticulture	Available
8	Pest Control	Available (HI Dept.)
9	Availability washing machine/dryer and electric iron	Both available
10	Availability of Imprest and its recoupment	Available with recoupment
11	Strength of running room staff/vacancy (SS as per requirement)	01 Caretaker. Actual: 01 Vacancy: nil
12	Computerization of checking in facility at reception	Manual
13	Room occupancy display	Available
14	Amount Of works completed within one year of sanction	No pending works
15	Staff in proper uniform with Identity card	Provided
16	Availability of instruction board	Available
17	Numbering of beds	Available
18	Provision of night lamp	Provided
Kitchen		
19	Quality of Utensil/Crockery	Good
20	Cleaning and Hygienic	Good
21	Subsidized meal	Available
22	Medical examination of kitchen staff per year	Done
23	Quarterly visit of Doctor	Visiting as per schedule
24	Exhaust fan/chimney	Industrial chimney
25	System of garbage disposal	Collection by HI staff for preparation of manure.
26	LPG Cylinder (Back up)	Available

DINING HALL		
27	Table and chair	Available with cushion chairs
28	Light and fans	Available
29	Fly catcher machine	Available
30	Availability of Aqua guard and water cooler	250 lts. R.O. System with water cooler

Toilets and Bath room		
31	Buckets and mugs availability and condition	Available in good condition
32	Working of flush system	Working
33	Solar water heater/Geyser	Both available
34	Adequate water supply	24 hours supply
35	Towel/cloth hanger, soap stand	Available
36	Cleanliness	Good
37	Noise pollution	Nil
38	Spare beds, mattress, linens and pillow with cover	Available
Engineering, Electrical and General Infrastructure		
39	Power back up	50 KVA Diesel Generator
40	Whitewashing and Engineering maintenance	Done as per schedule
41	Electrical wiring and maintenance	Done regularly
42	Illumination level	Satisfactory
43	Communication facility	Both Railway and CUG available
44	Rain water harvesting	Available
Bed room		
45	No. of beds per room/Cubicle	One per cubicle
46	Mosquito repellents	Supplied
47	Window and door (curtains should be of dark color)	Available
48	Desert cooler performance	All room are fully Air-Conditioned
49	Quality of furniture	Satisfactory
50	Quality of linen and mattress	Satisfactory
51	Availability of lockers	Available.
52	Individual reading lights and charging points	Available
53	Foot mat/door mat	Provided
Reading room		
54	Availability of Newspapers (minimum 03), magazines	Available
55	Safety bulletin	Available
56	Light and fans	Available
57	Table and chairs	Available
58	Recreation facility (carom board etc.)	Available
Safety and security		
59	Availability of pucca pathway and illumination from room to lobby	Available
60	Fire protection system	04 No's of Fire Extinguishers
61	First aid box	Available
62	Boundary wall/fencing	Available
63	Training of running room staff on first aid and fire fighting	Trained
64	Availability of Yoga and meditation room	Available

Highlights of good work done at Running Room/GY as a precautionary measure to avoid spreading of COVID-19

- Water with, hand wash liquid/soap and tissue paper are provided at entrance of running room for hand wash.
- At reception sanitizer is available for the use of staff.
- Thermal screening is done to all outsourcing staff daily when reported to duty.
- All outsourcing staff are wearing face masks and hand gloves.
- Every alternative day disinfection is done by the staff of health inspector staff.
- In single cubicle, alternative cubicles are allotted to the crew.
- Floor, toilets, walls, corridor and furniture are being cleaned with diluted sodium hypochlorite solution regularly.
- Bed cover along with bed sheet is being changed whenever it is vacated subsequently the bed and room/cubicle is sanitized.
- All door handles, furniture in reading room and dining hall are sanitized.
- Kitchen is being washed regularly with diluted hypochlorite solution and maintaining hygiene.
- All kitchen staff are wearing head cap, hand gloves and face masks.
- Utensils are being washed with washing agent using hot water.
- Markings have been made to maintain social distance at reception, dining hall, kitchen, wash basins, reading rooms.