

# SOUTH CENTRAL RAILWAY GUNTAKALDIVISION

## Running room GUNTAKAL



## **BRIEF HISTORY OF GUNTAKAL RUNNING ROOM**

Running Room is near to Railway station of Guntakal and Crew controller lobby which is around ½ Km distance from the lobby. It is major Running Room in Guntakal Division providing accommodation for Freight and coaching crew (LP, ALP & Gds) of S.C.Rly and S.W.Rly zones with the capacity of 77 beds in two Annexures. 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: 77

Peak Hours Occupancy: 74 from 00:00 Hrs to 06:00 Hrs.

Main Building: containing total 20 No. of Rooms (i.e., 18 Rooms with 02 beds each, 01 Room (15) with 04 beds and 01 Room (22) with 03 beds). Each room is provided with one Air-condition.

Annex-I: containing 18 Cubicles with 01 bed each and fully Air conditioning with 9 AC's for 02 beds each.

Annex-II: containing 16 Cubicles with 01 bed each and fully Air-conditioning with 8 ACs for 02 beds each.

It caters for all the Depots in Guntakal Div. of S.C.Railway (i.e., GY, DMM, DHNE, RC, RU and TPTY), SC Depot of S.C.Railway and BAY, HPT, TNGL, UBL, YPR, BYPL and SBC Depots of S.W.Railway).

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 Guntakal.

## **HIGHLIGHTS OF RUNNING ROOM GUNTAKAL**

- Accommodation provided for S.C. Rly & S.W. Rlys Loco pilots, Asst. Loco Pilots and Guards.
- No. of Rooms available: 20+1+1(22 Rooms in Main Building & Two Annex)
- Two bedded rooms: 20 (43 beds-18X2=36, 1X3=4 & 1X3)
- Single bed Cubicles Annex:02 (34 beds- 18+16)
- Communication facility: Railway-27445,28445 & CUG: 7032669750
- 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/GTLSCRly.
- 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 Rooms – Each room is provided with 01 number and for 02 cubicles one air conditioner is provided (1.5 Split ACs) the same is monitored and maintained by SSE Electrical Guntakal periodically.
- 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 bed.
- Door mats – Door mats are available at each and every door and foot mats are available at each bed
- Night lamp – Each room is provided with night lamp
- 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.
- Meals – Subsidized meals including Tiffin are provided at a cost of Rs3.87/-
- Medical examination- Medical examination for Kitchen, and dinning staff is ensured at regular interval
- 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- Two 5,000 liters capacity water storage tank for solar hot water and for general usage are provided.
- Reading room- Open Reading Room.
- 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 bed and towel rods are also provided in bathrooms.

**Works carried out by outsourcing at Running Room / GTL**

**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 Guntakal**

- Carried out by M/s Pavitra Hotel Main Road Guntakal for a period of 24 month from 25.11.2018 to 24.11.2020
- Value of Contract: Rs.17347380/-
- No. of outsourcing staff: 20
- Cooking and serving of food: Round the Clock
- Housekeeping: Round the clock

## **SALIENT FEATURES OF RUNNING ROOM /GUNTAKAL**

- 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-CLI/RR/GTL
- Complaint / Feedback - Available and prompt action is being taken
- LPG Pipe line- as per safety measures Separate Gas room with pipe line is available
- Garden-excellent garden available.
- Pest control- Pest-O- Flash units are provided for effective control of insects
- Availability of Washing machine- Wash iron box provided
- Imprest cash- 5000/- available for petty repairs (Both Lobby/GTL & RR/GTL)
- 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 2019.



## **RAILWAY BOARD PARAMETERS**

S.No.	Parameters	Remarks
<b>General Management</b>		
1	Functioning of spot purchase committee	Available at divisional office
2	Level of supervision	Chief Loco Inspector
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 upto 09.03.2022
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)	02 Caretaker. Actual: 01 Vacancy: 01
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
<b>Kitchen</b>		
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 EnHM staff for preparation of manure.
26	LPG Cylinder (Back up)	Available
<b>DINING HALL</b>		
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
<b>Toilets and Bath room</b>		
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	100 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	02/01
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 in both Annex.
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	05 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



## PHOTO GALLERY





**HOT WATER GEYSER**



**HOT WATER SOLAR PANEL**



**CARROM BOARD**



**AIR CONDITIONER**





**DOUBLE BED ROOM**



**SINGLE BED CUBICLE**



**KITCHEN**



**DINING HALL**

## Yoga Room



## RO PLANT



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

- A pedestal wash basin with water tap connection, 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.
- Only one occupant is allotted in two bedded room.
- 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.



**Provision of Hand Wash**



**Disinfection by HI/Dept.**



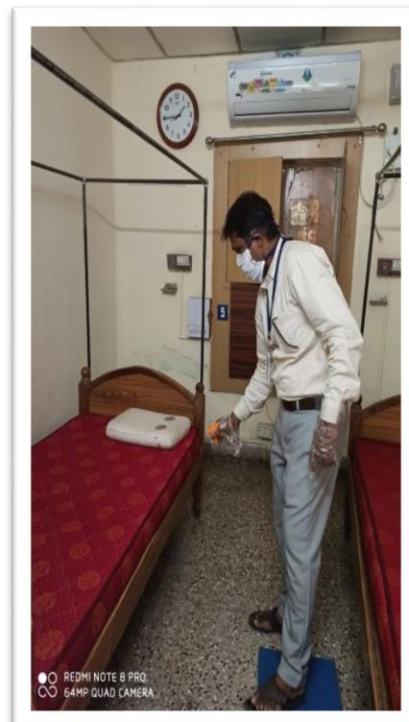
**Hand Wash**



**Thermal Scanning**



**Sanitizing bed room**



**Social distance marking**





**CHARITABLE WORKSBY SR.DEE/Tr, DEE/TRSO, DME/C&W and GTL/CLIs  
DURING COVID-19**

Distribution of Grocery to outsourcing RR/GTL staff and needy people

