



SOUTH CENTRAL RAILWAY

Office of the Divl.Rly.Manager,
Electrical (TRSO) Branch,
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No. C/E.221/TRS/14

Date: 15.01.2013

ALL CCCs

Sub: Procedure order for effective use of CMS and claiming of Mileage/OT etc.

1. You are hereby **advised that the Bio-data details of crew must be kept up to date in CMS** by updating it on day-to-day basis. After 100% implementation of the CMS these aspects are being verified and commented upon by different auditing/inspecting officials.

2. (a) All crew i.e. Loco pilots and Asst Loco Pilots and Guards who desire to **sign OFF in CMS in manual mode and also desire that their trip details for claiming mileage of siding/ shunting/ section-back movements are to be fed by BET; should submit a written request in this regard in form of CTRs/the trip sheets/entry in a register kept at lobbies duly signed by the beneficiary.** The BETs must not feed the trip details into CMS on oral advice of the crew (in absence of such written records) and matter must be brought to the notice of CCC.

(b) **The crew not/late signing OFF after detraining** are to be regularly monitored by CCCs so that their availability is ensured in time. The habitual offenders may be brought to the notice of undersigned. Further the trip sheets should be immediately entered into CMS.

(c) **The Mileage/OT sheets** of the crew being submitted to P/Branch for payments **must be signed by the claimant himself; scrutinized/verified and by concerned OS/Clerk & CCC.**


(R.GODARA)
Sr.DEE/TRSO/SC

Copy to: All CLIs to enter their crew monitoring details in the CMS and also to educate the LPs/ALPs in above areas.