

MODERN COACH FACTORY, RAEBARELI
(Personnel Department)

Office of the
General Manager (P)

PS. No.08/2021

NOTE

Sub: Suggestion Scheme of Best Innovations on IR for the year 2020-21.

Ref: Railway Board's L.No. 2019/E&R/4(2)/1 dated: 25.01.2021 (Copy enclosed).

A copy of above referred letter is enclosed herewith, for kind information and necessary action.

It is requested to kindly send the details of such innovations (maximum three per Railway/PU) in the prescribed format (copy enclosed as Annexure-II) to this office.

DA:- As above.

No. E/MCF/RBL/Policy

Date: 17/02/2021.

21/17
17.02.21
Dy. CPO
MCF/RBL

dc

Copy to:

1. All PHODs, CHODs, Dy. HODs, SPOs, APO MCF/RBL
2. Incharge NG-I & II P.Branch.

MCF/RBL
कार्मिक शाखा
प्राप्ति दिनांक 17/02/21

GOVERNMENT OF INDIA/भारत सरकार
MINISTRY OF RAILWAYS/रेल मंत्रालय
(RAILWAY BOARD)

No.2019/E&R/4(2)/1

New Delhi, dt. 25.01.2021

The General Managers,
All Zonal Railways &
Production Units,NF(cons.),CORE,RDSO,DG/NAIR

Sub: Suggestion Scheme of Best Innovations on IR for the year 2020-21

**Ref: (i) Board (CRB)'s Do No.2002/E&R/700/Innovation dt 8.10.2002.
(ii)Board's letter no. 2015/E&R/4(2)/1 dt 1.08.2015**


A **Suggestion Scheme** for Best Innovations on Indian Railways was launched by Board vide letter referred above (copy enclosed as Annexure-I). Under this scheme, the following awards with upper limit as indicated below at Railway Board level have been approved:

- i. Best Innovation of IR - Rs. 3 lakhs.
- ii. Second Best Innovation of IR - Rs. 2 lakhs.
- iii. Third Best Innovation of IR - Rs. 1 lakh.

It is requested to kindly send the details of such innovations (**maximum three per Railway/PU**) in the prescribed format (copy enclosed as Annexure-II) for the above award for the year 2020-21, by **31th March 2021 positively**. Additionally a **short video clip of each innovation (Max. duration 5-8 mins) showcasing the innovation and the benefits derived etc** should be prepared and CDs/memory sticks for the same may be sent to the Board's office.

The soft copy of the list of innovations in **MS Word format(not in pdf)** must be mailed to **erdirectorate@gmail.com** for consideration under the scheme.

It may be noted that the **innovations recommended by the General Managers will only be considered** for this scheme. Innovations which are technical in nature, correspondences with RDSO, if any, with regard to its usefulness and technical suitability should be attached. In this regard instruction contained in Board's letter at Ref(ii)(copy enclosed as Annex-III) may also be kept in view.


25.01.2021
(Umesh Balonda)

Executive Director, Efficiency & Research,
Railway Board.

En: As above

I.I.M.S. RANA

D.O. No.2002/E&R/700/Innovations

8th October, 2002

My dear (All GMs (OL and PUs)),

Sub: "Suggestion Scheme of Best Innovations" to improve Quality, Productivity and Efficiency of Indian Railways.

I am very happy to read in your MCDOs that a lot of good work in the form of Innovations/Systems Improvements is being done on your Railway. I feel that a lot more Innovations will take place if we have a systematic "Suggestion Scheme of Best Innovations" in place like the Japanese Companies (Companies like Matsushita, Hitachi and Sony receive over 2 to 3 million suggestions annually).

I look forward to seeing Booklets of Innovations done on your Railway (with photographs) shortly.

With best-wishes,

Yours sincerely,

(I.I.M.S. RANA)

GMs – OL and PUs.

Copy to : ME, ML, MM, MS, MT, FC.

Copy to : DG(RHS), DG(RPF), Secretary.

Suggestion Scheme of "Best Innovations" for Indian Railways

A Suggestion Scheme of "Best Innovations" will come into force for Indian Railways from 1-10-2002. This scheme will have the following features:

1. Objectives

- 1.1 The main Objective of the Suggestion Scheme is to identify and Award the large number of creative employees who are working tirelessly to improve the Indian Railways.
- 1.2 This scheme is expected to improve morale and motivation of the work-force.
- 1.3 By adoption of low-cost Innovations which will emerge from this Suggestion Scheme a lot of improvement will result in Productivity, Quality & Efficiency of Indian Railways.

2. Subjects for the Suggestion scheme (list is not exhaustive)

1. Savings in Energy.
2. Savings in Materials
3. Savings in Manpower.
4. Savings in any other Resources.
5. Innovative ways to increase Earnings.
6. Improvement in Environment.
7. Improvement in Machines and Processes.
8. Improvement in Jigs & Tools.
9. Improvements in Office Work.
10. Improvement in Quality of maintenance etc.
11. Improvement in Customer Service.
12. Computerisation.
13. Reduction in Allowed Times
14. Increase in Output with constant inputs

3. Methodology of the Scheme

1. Each entry for the Suggestion Scheme should be accompanied with the following details
 - (a) Photographs of the Innovation
 - (b) What improvement has been effected and How.
 - (c) Financial savings effected/earnings increased.
 - (d) Names and Designations of Supervisors/Workers who were responsible for the Innovation.
2. Only Innovations which have been practically implemented and have proved their usefulness will be eligible for the Scheme. Mere ideas without any practical implementation will not be eligible.

3.1 Divisional level/Workshop level

1. The "Best Innovation of the month" of the Division/Workshop will be decided at Divisional level by a Committee appointed by the DRM/CWM.
2. Entries for this Scheme will be accepted only in the Division/Workshop in which the Innovation has been effected.
3. A suitable award (decided by DRM/CWM) will be given to the person(s) who effected this Innovation.
4. After deciding the Best Innovation(s) the Division/Workshop should circulate the details of the Innovation(s) to all other Divisions/Workshops of the Railway.
5. These Innovation(s) should also be exhibited in the Website of the Division/Workshop.
6. Every Division/Workshop should send their Best Innovations of the Quarter to the Zonal HQ for consideration in the "Best Innovation of the Zonal Railway".
7. This scheme should commence at Divisional/Workshop level from 1.10.2002.

3.2 Zonal HQs/Production Units level

1. The Best Innovation of the Zone/Production Unit will be judged Quarterly by a Committee appointed by the GM.
2. For Units working directly under Zonal HQ (other than Workshops) entry should be made directly in the "Best Innovation of the Zone".
3. While considering the entries for this award the Committee should take the views of all Divisions/Workshops on the effectiveness of the Innovation.
4. The Quantum of the Award for Best Innovation of the Zone/PU will be decided by the GM.
5. Every Quarter Zonal HQ and Production Units should compile a Booklet of the Best Innovations received from Divisions, with details and photographs and circulate the same to all Railways/Production Units for similar implementation.
6. The scheme of Best Innovation of the Zone/Production Unit should commence from the Quarter October-December 2002.
7. Zonal HQ/PUs may send entries for the "Best Innovations of Indian Railways" by 15th January, every year.

3.3 Railway Board level

1. The "Best Innovations of Indian Railways" will be judged annually at Railway Board level by a Committee appointed by Board.
2. The Best three innovations of Indian Railways will be awarded.
3. While judging the Best Innovations the Committee will keep in view the effectiveness of the Innovation in other Railways/PUs also.

PATTERN FOR EVALUATION OF BEST INNOVATION OF IR FOR THE YEAR

1. Name of Innovation _____
2. Name of Railway _____
3. Name of Unit in which innovation has been effected _____
4. Date of commissioning of innovation _____
5. Month of Award for best innovation for Division/Workshop _____
6. Date and letter number of circulation of innovation to other Division/Workshop _____
(see ** 3 below)
7. Quarter of Award for best innovation for Zone/PU _____
8. Date and letter number of circulation of innovation to other Zones/PUs _____ (see ** 3 below)
9. Name/Designation of group leader who effected innovation _____
10. Name/Designation of group members who effected innovation
i. _____ ii. _____ iii. _____ iv. _____ v. _____ (all others)
11. Cost of innovation _____
12. Brief description _____
13. Savings effected per month/earnings increased Rs. _____
14. How has savings/earnings (at 13) been calculated _____
15. What improvement has been effected and how _____
16. Enclose photographs of the innovation _____
17. Certify that the innovation is a First in Indian Railways and not copied from another Unit of Indian Railway _____
18. Effectiveness of innovation _____
- 18.1 Has it been duplicated anywhere in same Railway _____
- 18.2 Has it been duplicated anywhere in different Railway _____

Note:

1. The Innovation should satisfy all requirements listed in Suggestion Scheme for Indian Railways contained in CRB's DO letter No.2002/E&R/700/Innovations dt.08.10.02.
2. Only Innovations which are original, which have been practically implemented and have proved their usefulness will be eligible for the Scheme. Mere ideas without any practical implementation will not be eligible.
- **3. To evaluate the effectiveness of the innovation the scheme has an important clause of dissemination/spread of the innovation to other similar units. For this purpose the Best innovations of Divisions/Workshops should be widely circulated to other Divisions/Workshops; and Best Innovations of Zones/PUs should be circulated to other Zones/PUs(the latter should be advised to E&R Dte.)
4. The innovations alongwith photographs should be widely circulated to other Units as per 3 above. Opinion of other Units regarding effectiveness of the Innovation will be taken by the Committee in deciding the best three Innovations of Indian Railways for the year.

The General Managers,
All Zonal Railways &
Production Units,

Sub: Suggestion Scheme of Best Innovations on IR for the year 2014-15.

Attention is invited to CRB's D.O. letter No.2002/E&R/Innovations dated 8.10.2002 (copy enclosed) wherein the methodology for implementing the Suggestion Scheme at 3 levels viz. Divisional/workshop level, Zonal HQR/Prod. Unit level and Railway Board level was laid down. Even though Awards against "Suggestion Scheme" are regularly being given at Railway Board level, it has come to notice that this scheme is not being implemented at Divisional/Workshop and Zonal/PU level due to which the number of entries being received for award at Railway Board's level is low and also most of innovations recommended by Railways/PUs are not of desired quality/standard.

In order to improve the morale and motivation of the large number of creative employees, working in different parts of Indian Railways and, in turn, improve the productivity, Quality and Efficiency, the General Managers of Zonal Railways & Production Units are advised to ensure the following:

- This "Suggestion Scheme" must be operated at the Divisional/Workshop level and at the Zonal HQs/Production Units level, as was initially planned and circulated vide Board's D.O. letter No.2002/E&R/Innovations dated 8.10.2002. All GMs may ensure that the scheme becomes functional at these levels also.
- To improve the quality of participating entries at all levels, only the innovations that are awarded under the "Scheme" at divisional/workshop level should be forwarded and considered for participation/award at the zonal level. Similarly, only the innovations that are awarded under the "Suggestion Scheme" at Zonal/PU level should be forwarded for participation and award at the Board's level.

Encl: As above.

Nikhil Pandey

(Nikhil Pandey)
Executive Director, Efficiency & Research,
Railway Board.

Executive Director, Efficiency & Research,
Railway Board.

*Please refer to
ABM
11/01/2015*

*SE
11/02*

o/c