Annexure
**भाग I — व्यक्तिगत जानकारी / Part - 1 - Personal Data**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>पूरा नाम / Name in full</td>
</tr>
<tr>
<td>2</td>
<td>जन्मतिथि / Date of birth</td>
</tr>
<tr>
<td>3</td>
<td>पदनाम / Designation*</td>
</tr>
<tr>
<td>4</td>
<td>स्टेशन जहां कार्यरत है / Station at which employed</td>
</tr>
<tr>
<td>5</td>
<td>वार्तालाख वेतन Subsistence pay</td>
</tr>
<tr>
<td></td>
<td>क्षेत्रीय Scale</td>
</tr>
<tr>
<td></td>
<td>ओफिसियंग वेतन Officiating pay</td>
</tr>
<tr>
<td></td>
<td>क्षेत्रीय Scale</td>
</tr>
<tr>
<td>6</td>
<td>सेवा में नियुक्ति की तिथि / Date of appointment to service</td>
</tr>
<tr>
<td>7</td>
<td>अंतिम वर्ष में स्थायी नियुक्ति की तिथि / Date of continuous employment in present grade</td>
</tr>
<tr>
<td>8</td>
<td>स्थायी / अस्थायी है /या स्थायीत्व तौर पर Whether Permanent /Temporary or Officiating</td>
</tr>
<tr>
<td>9</td>
<td>शैक्षिक और तकनीकी अहसासगुण Educational, Professional &amp; Technical qualification</td>
</tr>
<tr>
<td>10</td>
<td>वर्ष में उद्धृत परीक्षाओं (किंमतीय परीक्षाओं सहित) का विवरण Particulars of examinations (including departmental examinations) passed during the year.</td>
</tr>
<tr>
<td>11</td>
<td>यह कर्मचारी अनुपूर्वतः अभिभाषित अथवा अनुसूचित के हैं? Whether the employee belongs to Scheduled Caste/ Scheduled Tribe.</td>
</tr>
</tbody>
</table>

* यही प्राथमिक भयंकर है, हां उनकी टी.ए. रैंक भी बताई जाती चाहिए।
* In case of Territorial Army Personal their T. A. rank should also be indicated.
भाग-III स्व-मूल्यांकन /Part-II Self Appraisal

[संख्या ग्रेड से 5500-9000 (संबंधित) और उपर्युक्त कर्मचारियों हारा ही भरा जाता ]

(TO BE FILLED BY STAFF IN GRADE RS. 5500-9000(RSRP) AND ABOVE ONLY)

1. कार्य का स्वीकारण विवरण /  
   Brief description of duties.

2. तक की अनुभूति के लिए अपने लिए विशेष उत्तरदायित्व उपलब्धियों सहित समीकरण का सारांश उपलब्धियों में यही कोई कहा हो, तो उसका कारण (यह सारांश 100 सर्वाधिक और सबसे नवीन व लिंका हो और उससे विवरण निम्नलिखित हो)
   Brief resume of the work done by you during the year/period from
   bringing out any special achievement during the year/period. In the event of short fall in achievements, furnish reasons.  
   (The resume is to be furnished within the space provided, limited to 100 words and is required to be signed).

भाग-III रिपोर्टिंग अधिकारी द्वारा मूल्यांकन
Part - III Assessment by the Reporting Officer

1 भाग-III में लिखे विवरण के साथ का रिपोर्टिंग अधिकारी सहमत है? यदि नहीं तो क्यों है तथा अक्सरता है और उसके कारण क्या है? (यह स्थान में हो)
   Does the Reporting Officer agree with the statement made in Part II ? If not, the extent of agreement and reasons thereof? (Whenever applicable).

2 निर्देशित को समीक्षा के लिए आवश्यक और स्थान
   Character and habits to include comments on:-

   (र/आ) इंतजामारी :-सर्कर की मान्यता में भरा जाता ।
   (र/अ) इंतजामारी अवश्यक है नहीं है)  
   Integrity (To be filled only in those cases in which 
   Section II is not required to be maintained)

   (र/ब) कार्यकृति विधि और स्वभाव /Tact & Temper

   (र/स) ब्यवहार /Conduct

   (र/द) उपस्थिति/Attendance

   (र/ए) कर्म करने के लिए शरीरीक शक्ति
   Physical fitness for strenuous work.

3 निर्देशित को समीक्षा के लिए विभिन्न प्रमाण क्षमता (एक और दो)  
   Departmental abilities (Merits & Demerits) to include comments on:

   (र/आ) यात्रा और विद्या निदेश /Initiative and direction

   (र/ब) समान /General Intelligence

   (र/स) अनुमान बुद्धि /Judgment

   (र/द) नीति /Promptness and Efficiency

   (र/ए) आर्थिक /Organising/supervising ability

   (र/फ) शिक्षा की शक्ति /Capacity for hardwork

   (र/ग) आर्थिक प्रशिक्षण /Amenability to discipline

   (र/ह) सुरक्षा स्मरणी नागरिकी /Safety Consciousness :

   i) सुरक्षा कार्य के नियम के नियमों की नागरिकी
   Knowledge of safe working Rules :

   ii) क्या उसका अनुश्यांत्रिकता लुप्त है गाई उपयोग करने
   वाले कार्य में सुरक्षा का अलाजम क्या है?
   Whether he disregards safety in train operation for short term gains?

   iii) क्या उसका चालक/गाई में सुरक्षा नियमों का उपयोग करने
   कर्मचारीयों को नियमों का सही रूप से पालन किया?
   Whether he exercises sufficient supervision on the staff and equipment to ensure safety in train working:
14 तकनीकी क्षमता/Technical Abilities

15 क्या उनका काम संतोषजनक हैं या नहीं, तो कौन से क्षेत्र में कमी है?
Has his/her work been satisfactory? If not in what respect has he/she failed?

16 क्या कर्मचारी को किसी विभिन्न पुनरुत्थल परीक्षण के लिए बुक किया गया था? यदि हैं, तो
Whether the employee was booked for the prescribed refresher course, if so:-

(क) वह यो कार्यमुक्त किये जाने पर इस पुनरुत्थल परीक्षण में उपस्थित हुए? और
(A) Whether he/she attended the refresher course on being released and

(ख) इस पुनरुत्थल परीक्षण में ये उत्तीर्ण/अनुशीलन हुए?
(B) Whether he/she passed/failed in the said refresher course?

(ग) क्या वह प्रशिक्षण संस्थान में प्रशिक्षण के रूप में तैनात करने के लिए उपयुक्त है?
(C) Whether he/she is fit for posting as Trainer in Training Institute?

17 रिपोर्टिंग अधिकारी से क्या कर्मचारी को किसी ग्राउंड कार्य को बनाया जा सकता था?
Has the employee been reprimanded for in different work or for other causes during the period under report? If so, please give brief particulars.

18 क्या कर्मचारी ने प्रशिक्षित पाने वाले कोई उल्लेखनीय अवकाश धारण नहीं कर लिया?
has the employee done any outstanding or notable work meriting commendation? If so, please give brief particulars.

19 दर्जा/प्रेमी
Grading:-

“अतृप्त” “महत्त्व अभाव” “अच्छा” “औसत” “औसत नीचे”
“Outstanding” “Very good” “Good” “Average” “Below Average”

रिपोर्टिंग अधिकारी के हस्ताक्षर
Signature of the Reporting Officer:

नाम (साफ़ अक्षरों में)
Name in Block letters:

पदनाम/Designation:

५७/३०/८६३
1. **Remarks by The Reviewing Officer**

   Length of service under the Reviewing Officer: 

2. Is the reviewing officer satisfied that the reporting officer has made his/her report with due care and attention & after taking into account all the relevant materials?

3. Do you agree with the assessment of the officer given by the Reporting Officer? (In case of disagreement, please specify the reason. Is there anything you wish to modify or add?)

4. If the officer reported upon is a member of Scheduled caste/Scheduled tribe, please indicate specifically whether the attitude of the Reporting Officer in assessing the performance of the SC/ST officer has been fair and just.

5. General remarks with specific comments about the general remarks given by the reporting officer and remarks about the meritorious work of the officer including the grading.

6. Has the officer any special characteristics, and/or any abilities which would justify his/her selection for special assignment or/out of turn promotion? If so, specify.

---

**Signature of the Reviewing Officer**

**Name in block letters**

**Place:**

**Designation during the period of report:**

---

**Date:**
SECTION II

[Section II of the C. R. Form for Rly. employees in Grade Rs. 5560-9000 (RSP) & above likely to be considered for promotion to Group 'B' Services]

Railway

Name:

Department

Designation

Integrity

Special Attributes

(a) Qualities of leadership

(b) Capacity to take decisions on matters within his/her competence.

(c) Willingness to shoulder higher responsibility

(d) Ability to inspire confidence, motivate & obtain the best out of the staff.

(e) Ability to enforce discipline.

Remarks by the Reviewing officer (DRM/DY. HOD)

Station/Designation

Remarks by the Head of Department:

Station/Designation

* In case of Territorial Army personal their T. A. rank should also be indicated.
INSTRUCTIONS

1. The Confidential Report is an important document. It provides the basis and vital inputs for assessing the performance of an Officer and for his/her further advancement in his/her career. The Officer reported upon, the Reporting Officer and the Reviewing Officer should, therefore, undertake the duty of filling out the form with a high sense of responsibility.

2. The confidential report is to be filled in by the Reporting Officer to the Managing Director for the purpose of assessment. The information provided in the report shall be used only for the purpose of assessment and shall not be disclosed to anyone else.

3. The items should be filled with due care and attention and after devoting adequate time. Any attempt to fill the report in a casual or superficial manner will be easily discernible to the higher authorities.

4. If the Reporting Officer is satisfied that the Reporting Officer has made the report without due care and attention, he/she shall record a remark to that effect in Item 2 of part-IV. The competent authority shall enter remarks in the Confidential Roll of the Reporting Officer.

5. Every answer shall be given in a narrative form. The space provided indicates the desired length of the answer. Words and phrases should be chosen carefully and should accurately reflect the intention of the Officer recording the answer. Please use unambiguous and simple language. Please do not use omnibus expressions like "Outstanding", "Very Good", "Good", "Average", "Below Average" while giving your comments against any of the attributes.

6. Although performance appraisal is a year-end exercise, in order that it may be a tool for human resource development, the Reporting Officer should at regular intervals review the performance and take necessary corrective steps by way of advice, etc.

7. It should be the endeavour of each appraiser to present the truest possible picture of the appraisee in regard to his/her performance, conduct, behaviour and potential.

8. Assessment should be confined to the appraisee’s performance during the period of report only.

9. Some posts of the same rank may be more exacting than others. The degree of stress and strain in any post may also vary from time to time. These facts should be borne in mind during appraisal and should be commented upon appropriately.
The following procedure should be followed in filling up the item relating to integrity :-

(i) If the Officer’s integrity is beyond doubt, it may be so stated.

(ii) If there is any doubt or suspicion, the item should be left blank and action taken as under:-

(a) A separate secret note should be recorded and followed up. A copy of the note should also be sent together with the Confidential Report to the next superior officer who will ensure that the follow up action is taken expeditiously. Where it is not possible either to certify the integrity or to record the secret note, the Reporting Officer should state either that he has not watched the Officer’s work for sufficient time to form a definite judgement or that he has heard nothing against the officer, as the case may be.

(b) If, as a result of the follow up action, the doubts or suspicions are cleared the Officer’s integrity should be certified and an entry made accordingly in the Confidential Report.

(c) If the doubt or suspicions are confirmed, this fact should also be recorded and duly communicated to the Officer concerned.

(d) If as result of the follow up action, the doubts or suspicions are neither cleared nor confirmed, the Officer’s conduct should be watched for a further period and the reafer action taken as indicated at (b) and (c) above.

(Ministry of Railway’s letter No. E/D & A/65/RG/6-47 dt. 24-11-65)

(G. R. P. No. 00-07-0037-52,000 Forms x 4 Lvs.—09-07)
Leave Application Form

Department
Office
Station
Name
Designation
Date of engagement
Rate of Pay (₹/Rs.)
Nature of Leave/Period
From
To
Conversion of sick period
From
To
No. of days
Purpose of leave
Medical Certificate (If any)
Address while on leave
Request for payment of salary (If any)
Date
Signature of Applicant
रेल कर्मचारीयों तथा इनके परिवारों की डाक्टरी परिवारों और/या दर्द संबंधी कार्य के बयान देने के लिए अनलेटन पर

Form of application of claiming refund of medical expenses incurred in connection with
medical attendance and/or treatment of Railway Servants and their Families

1. (a) कर्मचारी का नाम और पदनाम (फ्रेंट अलगी में का)
   Name and designation of Railway Servant
   (in block letters)

   (b) क्रेनी

   (c) क्लास

2. कार्यस्थल: जहां कर्मचारी काम करता है।
   Office at which employed.

3. प्रमुख संपर्कों के अनुसार रेल-कर्मचारी का शेखर और राष्ट्रीय समूहों
   Pay of the Railway servant as defined in the existing Rules,
   and any other emoluments, which should be shown
   separately.

4. वार-स्थान
   Place of duty

5. वार-स्थान: वार-स्थान का भवन
   Actual residential address.

6. पूर्वों का नाम और रेल-कर्मचारी के साथ उनका संबंध
   Name of the patient and his/her relationship to the Railway
   servant.

   के सूचने: केवल में उनकी ध्वस्त भी लिखें।
   N.B.: In the case of children state age also.

7. वजह, जहां पूर्वों कैसे हुआ है।
   P ace at which the patient fell ill.

8. पूर्वों का रास्ता का विवरण
   Details of the Amount Claimed :-

   1. दूर-स्थानीय
      Medical Attendance :-

      (i) प्रकाश-चुनाव और दर्द संबंधी विवरण
      Fees for consultation indicating.

      (ii) शास्त्रीय एवं/या दर्द संबंधी विवरण
      The name and designation of the Medical Officer
      consulted and the hospital or dispensary to which
      attached.

      (iii) उपचार का व्रत व भोजन तथा बाइजस्त कार्य के लिए दिए गए
      पुष्टि
      The number and dates of consultations and the fee
      paid for each consultation.

      (iv) वक्ता व वर्तकों आयुर्विज्ञानियों के साथ जुड़े या दूर-स्थानीय
      Whether consultations were held at the hospital, at
      the consulting room of the Medical Officer or at the
      residence of the patient.
(i) Charges for Pathological, Bacteriological, Radiological or other similar tests undertaken during diagnosis indication:

(a) The name of the hospital or laboratory where the tests were undertaken, and

(b) Whether the tests were undertaken on the advice of the authorised medical officer, if so, a certificate to that effect should be attached.

(ii) Cost of medicines purchased from the market (List of medicines, cash memo and the Essentiality certificates should be attached.)

(II) Accommodation.

(Paraphrase, if necessary, to make the content clear. No additional paragraphs are provided in the text.)

Charges for Hospital treatment indicating separately the charges for:

(i) Accommodation.

(a) Whether it was according to the status or pay of the Government servant and in cases where the accommodation is higher than the status of the Railway servant, a certificate should be attached to the effect that the accommodation to which he was entitled was not available.

(ii) Diet

(iii) Surgical Operation or Medical Treatment.

(iv) Pathological, Bacteriological, Radiological or other similar tests indicating:

(a) Name of the hospital or laboratory at which test undertaken.

(b) Whether the tests were undertaken on the advice of the medical officer incharge of the case at the hospital. If so, a certificate to that effect should be attached.
(a) The name and designation of the specialist or medical officer consulted and the hospital to which attached.

(b) Number and dates of consultations and the fee charged for each consultation.

(c) Whether consultation was had at the hospital, at the consulting room of the specialist or medical officer or at the residence of the patient.

(d) Whether the specialist or medical officer was consulted on the advice of the authorised medical attendant and the prior approval of the Chief Medical Officer of the Railway was obtained? If so, a certificate to that effect should be attached.

(9) Total amount claimed

(10) List of enclosure.
DECLARATION TO BE SIGNED BY THE RAILWAY SERVANT

I hereby declare that the statements in this application are true to the best of my knowledge and belief and that the person for whom medical expenses were incurred is WHOLLY DEPENDENT UPON ME.

Signature

Date

Designation and Office

[Official and Supplementary Details]

Forwared to C. M. O. together with the enclosures for arranging reimbursement as admissible.

[Departmental Authority's Signature]

Head of Department/Division/District Officer

Transmitted to F.A. & C.A.O. (Rly. Sanction is accorded to the refund of a sum of Rs. ___________ (Rupees ___________ ) vide column ___________ charged to

Rs. ___________ to ___________ Rs. ___________ to ___________

Rs. ___________ to ___________ Rs. ___________ to ___________

A Pay Order for the amount drawn in favour of the employee is enclosed to enable him to arrange payment.

(Encl.)

Enclosures

[Chief Medical Officer's Signature]

Chief Medical Officer

[Additional Notes]

1. This application form shall be prepared in duplicate by the employee and the Department will forward both copies to C. M. O. who will after sanctioning reimbursement, send the original copy to F.A. & C.A.O.

2. All Receipts for the amount paid to hospitals, etc. vide column 8 should invariably be submitted along with this application. If the details of charge (daily rate, period of stay etc.) have not been furnished in the receipts a separate certificate showing the allocation of charges should be submitted to facilitate verification of the amount claimed.
(iii) The treatment of 519-44 by the physician in charge of the patient as ordered by the doctor in charge of the patient can be submitted along with the certificate of the authorisation medical attendant to enable the C. M. O. to consider the application for reimbursement.

(v) The form should be submitted in respect of special medicines purchased.

(vi) The certificate from the Medical Officer treating the patient to the effect that the disease of the patient was not one which could be attributed to his/her intemperate habits or conduct should be submitted without which the application for reimbursement will not be considered.

(vii) Reimbursement of charges paid to non-railway hospitals in respect of families of Class IV employees is not admissible.

(viii) Workshop staff on scales of pay the maximum of which is Rs. 60 and below will be treated in the same way as Class IV Staff or purpose of reimbursement of medical charges under the Rules.

N. B.–Separate form should be used for each patient.
Research Questionnaire

This questionnaire has been designed for research purpose only, whose topics is “motivation and job satisfaction of Indian Railway’s employees”. The information provided by you would be kept confidential. **Disclosure of name is optional.** Your inputs are extremely valuable in this study. Thanks for your cooperation! Kindly answer only in one language.

यह प्रश्नावली केवल अनुसंधान के उद्देश्य के लिये बनाई गई है, जिसका लय भारतीय रेलवे के कर्मचारियों के कार्य सत्सनागत एवं कार्य अभिव्यक्ति है । आपके द्वारा दी गई जानकारी गौरवीय रक्षी जाएगी। अपने नाम की चुनौति देना वैकल्पिक है । आपके द्वारा दी गई जानकारियां इस अध्ययन के लिये बहुत महत्वपूर्ण हैं । आपके सहयोग के लिये धन्यवाद। अपना जवाब केवल एक ही भाषा में देने की कृपा करें।

**Section I**

_(Please specify or tick)_

1. Name of the respondent: .................
2. Designation/post: .................
3. Department/section: .................
4. Group/शेतव्य:
   a. A
   b. B
   c. C
   d. D
5. Age/उम्र:
   a) below30 years
   b) 31-40 years
   c) 41-50 years
   d) 51-60 years
6. Qualification
   a) High school or less
   b) Higher secondary
   c) Graduate
   d) Post graduate
7. Sex
   a) Male
   b) Female
8. Marital status
   a) Married
   b) Unmarried
   c) Others
9. If married, is your spouse working (Yes/ No)? .................
   If yes, Occupation: .................Salary / month (Rs): .................
   यदि श्रद्धालु हैं तो क्या आपके पति/पत्नी कार्यरत है?
   यदि हां तो क्या उनका पति/पत्नी कार्यरत है?
   तथ्यानुसार नहीं (नहीं)
10. Dependents
    a) No. of adults: .................
    b) No. of children: .................
10. Type of Family
   a) Nuclear
   b) Joint
   c) Sambhada

11. Length of service till now: ........................................
   अब तक का सर्वसाल ................................................................

12. Type of service
   a) Temporary
   b) Permanent
   c) Contract basis
   d) Others, specify ........................................
   नौकरी का प्रकार
   a) अक्षराई
   b) स्थायी
   c) अनुपश्चिमता
   द. अन्य, विवरण दे .................................................................

13. Monthly Income (Rs)
   a) Less than 10,000
   b) Between 10,000-15,000
   c) Between 15,000-20,000
   नामित आय (रू.)
   a) 10,000 से नीचे
   b) 10,000 से 15,000
   c) 15,000 से 20,000
   द. 20,000 से ऊपर

14. Normal working hours: .......... Interval time: ............
   a) Shift Wise
   b) Fixed
   सामान्य कार्य घंटे ............. मध्यावधि ..................
   अ. घारी
   b) विद्यालय

15. Kind of work
   a) Desk work
   b) Field work
   c) Others
   कार्य का प्रकार
   a) कार्यालयीन कार्य
   b) क्षेत्रीय कार्य
   c) अन्य कार्य

16. How many employees come under your direct supervision: ............
   सीधे निगरानी में आने वाले कर्मचारियों की संख्या .................................................................

17. How many employees report to you directly: ...............................
   सीधे सूचित करने वाले कर्मचारियों की संख्या .................................................................

18. Level of achievement in this job
   a) Higher
   b) High
   c) Low
   d) Neutral
   नौकरी में उपलब्धि का स्तर
   अ. बहुत ज्यादा
   b. ज्यादा
   c. कम
   d. सामान्य

19. Are you satisfied with the eligibility condition for promotion?
   a) To a great extent
   b) To some extent
   c) Not at all
   आप आय पदोन्नति की शर्तों की शर्तों से संतुलित हैं?
   a. बहुत तरह
   b. कुछ हद तक
   c. बिलकुल नहीं

20. How is your work performance measured?
   a) Qualitatively
   b) Quantitatively
   आपकी कार्य क्षमता का मापदंड कैसा है?
   अ. गुणवत्ता के आधार पर
   b. मात्रा के आधार पर 376
21. Which benefit in your organization satisfies or motivates you more, please specify
a) Monetary ........................................ by how much %: .................................
b) Non monetary ........................................ by how much %: .................................
c) Dissatisfied ........................................
   सत्यता का कोई सा लाग आपको सबसे ज्यादा संतुष्ट और प्रेरित करता है
   अ. आर्थिक संबंधों ........................................ कितना प्रेरित ................................................
   ब. नैरार्थिक संबंधों ........................................ कितना प्रेरित ................................................
   ग. असंतुष्ट ................................................

22. How is the provision of grievance handling in your job
a) Periodically, period: ............ b. Occasionally c. Never  
   आपके कार्य में शिकायतों को सुलझाने का तौर पर प्रदान है –
   अ. समय-समय पर, कितने समय में................................. ब. कमी कमार  स. कमी नहीं

23. Time you get to spend with your family
a) More than sufficient  b) Sufficient  c) Insufficient  d) Highly insufficient  
   परिवार के साथ कितना समय खराब करते है
   अ. परिवार से ज्यादा ........................................ ब. पर्याप्त  स. अपर्याप्त  द. पर्याप्त से कम

Section II
(Please rate as Good, Average or Poor, please tick)

<table>
<thead>
<tr>
<th></th>
<th>Good अच्छा</th>
<th>Average औसत</th>
<th>Poor खराब</th>
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<tbody>
<tr>
<td>1.</td>
<td>Career prospects in railway रेलवे में वृद्धि विकास</td>
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<td></td>
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<tr>
<td>2.</td>
<td>Your feelings regarding present job वरीयता कार्य के दौरान आपकी अनुभूति</td>
<td></td>
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<tr>
<td>3.</td>
<td>Contents of personnel policies of organization संस्था की कर्मचारी संबंधी नीतियाँ</td>
<td></td>
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<td>4.</td>
<td>Stretch of working hours कार्य घंटों का भार</td>
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<tr>
<td>5.</td>
<td>Compensation अनुकूलन</td>
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<tr>
<td>6.</td>
<td>Incentives / fringe benefits / perks प्रोत्साहन /</td>
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<tr>
<td>7.</td>
<td>House rent allowance मकान भत्ता</td>
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<tr>
<td>8.</td>
<td>Medical reimbursement चिकित्सा सुविधा</td>
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<tr>
<td>9.</td>
<td>Concessional loan facilities छूट युक्त ऋण सुविधा</td>
<td></td>
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<tr>
<td>10.</td>
<td>Work place (Seating Cooling / heating बस्तर्क गर्जन, गर्मी, पीने का पानी, कैप्टीन एवं शौचालय की योग्यता)</td>
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<table>
<thead>
<tr>
<th>11</th>
<th>Working conditions (Illumination Equipments, tools and machinery)</th>
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<tr>
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<td>कार्य स्थिति (प्रकाश उपकर, आयात एवं मशीनरी)</td>
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<td>12</td>
<td>Safety of employees and personal problems</td>
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<td>कर्मचारियों की सुरक्षा एवं व्यक्तिगत समस्याओं</td>
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<tr>
<td>13</td>
<td>Response to your queries and needs</td>
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<tr>
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<td>आपके प्रश्नों एवं आवश्यकताओं के प्रति दृष्टिकोण</td>
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<td>14</td>
<td>Relation with your : -</td>
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<tr>
<td></td>
<td>निज के साथ आपके संबंध -</td>
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<tr>
<td></td>
<td>a) Colleagues</td>
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<td></td>
<td>साथी</td>
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<td></td>
<td>b) Subordinates</td>
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<tr>
<td></td>
<td>अधीनस्थ</td>
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<td></td>
<td>c) Superiors</td>
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<td></td>
<td>पर्यवेक्षक</td>
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<td>15</td>
<td>Communication about all rules and benefits</td>
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<td></td>
<td>नियम एवं लामों की खुलासा</td>
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<tr>
<td>16</td>
<td>Promotion policies</td>
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<td></td>
<td>पदोन्नति संबंधी नीतियाँ</td>
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<td>17</td>
<td>Transfer policies</td>
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<td>कार्यनिर्देश नीतिया</td>
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<td>18</td>
<td>Disciplinary action</td>
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<td></td>
<td>अनुशासनात्मक कार्यवाही</td>
</tr>
<tr>
<td>19</td>
<td>Use of effective employee skill</td>
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<tr>
<td></td>
<td>कर्मचारी की कृतिशता का उपयोग</td>
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</tbody>
</table>

**Section III**

*(Please tick, please specify as A, B, C, D, E, where)*

<table>
<thead>
<tr>
<th>कृतित लगवें</th>
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<tbody>
<tr>
<td>(A = Always कितना प्रतिशत</td>
</tr>
<tr>
<td>B = Frequently बारबार</td>
</tr>
<tr>
<td>C = Sometimes यदाकदाः</td>
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<tr>
<td>D = rarely दुर्लभ</td>
</tr>
<tr>
<td>E = Never कभी नहीं )</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
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<tbody>
<tr>
<td>1.</td>
<td>Is there always balance between authority and responsibility</td>
<td></td>
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<tr>
<td></td>
<td>क्या हमेशा अधिकार एवं दायित्व का संतुलन होता है</td>
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<tr>
<td>2.</td>
<td>Do the individuals have clear, achievable goals and standards for their positions</td>
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<td></td>
<td>क्या कर्मचारियों को अपनी स्थिति के अनुसार सही अथवा प्राप्ती उद्देश्य दिये गये हैं</td>
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<td>3.</td>
<td>Does the organisation have a consistent, timely and fair method for evaluating individual performance</td>
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<td></td>
<td>क्या संगठण यथिर्गत कार्यकृतता मूल्यांकन हेतु समयपर्यंत एवं विविधनीय विधि का प्रयोग करती है</td>
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<td>4.</td>
<td>For promotions, the CR is to be filled by supervisors. Are the bases of judgment fair &amp; known to the employees</td>
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<td>क्या गोपनीय रिपोर्ट भरने का आधार उचित तथा प्राप्ती तथा कर्मचारियों को जानता होता है</td>
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<td>5.</td>
<td>Does CR serve as a source of motivator</td>
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<td></td>
<td>क्या गोपनीय रिपोर्ट प्राप्तकार का कार्य करती है</td>
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<tr>
<td>6. <strong>Is there always balance between authority and responsibility</strong>&lt;br&gt;क्या हमेशा अधिकार एवं दायित्व का संतुलन होता है</td>
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<tr>
<td>7. <strong>Do the individuals have clear, achievable goals and standards for their positions</strong>&lt;br&gt;क्या कर्मचारियों को अपनी स्थिति के अनुसार सही अथवा प्राप्तीय उद्देश्य दिये गये हैं</td>
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<tr>
<td>8. <strong>Does the organisation have a consistent, timely and fair method for evaluating individual performance?</strong>&lt;br&gt;क्या संस्था व्यविस्तत कार्ययुक्तता मूल्यांकन हेतु समयोजित व विश्वसनीय विधि का प्रयोग करती है</td>
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<tr>
<td>9. <strong>For promotions, the CR is to be filled by supervisors. Are the bases of judgment fair &amp; known to the employees</strong>&lt;br&gt;पदोन्नति के लिये पर्यवेक्षक द्वारा गोपनीय सिरोट को भरने का आचार ज़्ञित व चाहूँँ पूर्ण एवं कर्मचारियों को ज़्ञात होता है</td>
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<td>10. <strong>Does CR serve as a source of motivator</strong>&lt;br&gt;क्या गोपनीय सिरोट प्रोत्साहन का कार्य करती है</td>
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<tr>
<td>11. <strong>Do employees get promoted in your organization within the time-period mentioned in the promotion policy</strong>&lt;br&gt;क्या आप समयव्यवस्था पदोन्नति हेतु योग्यता संबंधी स्थितियों से संतुष्ट है</td>
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<td>12. <strong>Recognition system is fair and consistent</strong>&lt;br&gt;सम्मान प्राप्ती उचित व समान भाव से कार्य करती है</td>
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<tr>
<td>13. <strong>Awards and rewards for good works are given to employees</strong>&lt;br&gt;अनेक कार्य के लिये कर्मचारियों को पुरस्कार एवं पारितिष्ठ दिये जाते हैं</td>
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<tr>
<td>14. <strong>Organisation encourages open communication, mutual support &amp; sharing of resources between managers and employees at times when individual is overburdened with work</strong>&lt;br&gt;संस्था खुले संचार, आपसी सहयोग, सहयोग तथा सहयोग सहभागिता को प्रोत्साहित करती है जब कर्मचारी अधिक कार्य भार से प्रस्त होता है</td>
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<tr>
<td>15. <strong>Organization offer orientation, training, career, development opportunities to employees as motivators</strong>&lt;br&gt;संस्था अभिनियम, प्रशिक्षण, वृद्धि विकास अवसरों से कर्मचारियों को प्रोत्साहित करती है</td>
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<td>16. <strong>Organization promotes quality, innovation and safe work place</strong>&lt;br&gt;संस्था गुणवत्ता, नवाचार व सुरक्षित कार्य स्थल को प्रोत्साहन देती है</td>
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<tr>
<td>17. <strong>Does the organization make any efforts to inculcate a sense of belongingness amongst employees toward the organization</strong>&lt;br&gt;क्या संस्था अपने कर्मचारियों को कार्य स्थल से जुड़ने के लिये प्रयास करती है</td>
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<tr>
<td>18. <strong>Does organization believe in bringing out problems in open for solving them effectively</strong>&lt;br&gt;क्या संस्था समस्याओं के अवलोकन व उनको सुलझाने का प्रयास करती है</td>
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<td></td>
<td>Policies on disciplinary action stresses on positive aspect of discipline</td>
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<tr>
<td>19</td>
<td>अनुशासन नीतियों से जुड़ी कार्यवाही अनुशासन पर अच्छा प्रभाव डालती है।</td>
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<table>
<thead>
<tr>
<th></th>
<th>Does the organization offers any fringe benefit to its employees to avoid dissatisfaction among them?</th>
</tr>
</thead>
<tbody>
<tr>
<td>20</td>
<td>क्या संस्था कर्मचारियों की असंतुष्टता को दूर करने के लिए लाभ के अवश्य प्रदान करती है?</td>
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<table>
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<tr>
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<th>Work load</th>
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<tr>
<td>21</td>
<td>कार्य भार</td>
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</table>

<table>
<thead>
<tr>
<th></th>
<th>Supervisors listens to teammates ideas, view points, opinions and suggestions</th>
</tr>
</thead>
<tbody>
<tr>
<td>22</td>
<td>पर्यालोकक अपने समूह के सदस्यों के विचार, राय, सुझावों को ध्यानपूर्वक सुनते हैं</td>
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<table>
<thead>
<tr>
<th></th>
<th>You feel free to discuss work related problem with your boss</th>
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<tbody>
<tr>
<td>23</td>
<td>क्या आप अपने अधिकारी से कार्य संबंधी समस्याओं को स्वतंत्रतापूर्वक बात कर सकते हैं</td>
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<table>
<thead>
<tr>
<th></th>
<th>Supervisors act effectively and efficiently as leaders/trainers/coach</th>
</tr>
</thead>
<tbody>
<tr>
<td>24</td>
<td>पर्यालोकक एक कुशल नेता / नागरिक / शिक्षक के रूप में कार्य करता है</td>
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<table>
<thead>
<tr>
<th></th>
<th>Do the individuals perceive that they have ownership of their work</th>
</tr>
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<tbody>
<tr>
<td>25</td>
<td>क्या कर्मचारी को अपने कार्य का स्वामित्व प्राप्त होता है</td>
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<table>
<thead>
<tr>
<th></th>
<th>You are involved in the decision making process within the jurisdiction of your authority by superior</th>
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</thead>
<tbody>
<tr>
<td>26</td>
<td>संस्था आपके अधिकारों की सीमा में आपको निर्णय प्रक्रिया में शामिल करती है</td>
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<thead>
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<th>Stress at work</th>
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<tbody>
<tr>
<td>27</td>
<td>कार्य पर तनाव</td>
</tr>
</tbody>
</table>

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Section IV

On the basis of your satisfaction in Job please tick following factors in appropriate box according to the classification

कृपया निम्न घटकों पर अपनी कार्य संतुलन स्तर के वर्गीकरण के आधार पर निर्धारण कीजिएं

<table>
<thead>
<tr>
<th>Factors</th>
<th>0-20%</th>
<th>21-40%</th>
<th>41-60%</th>
<th>61-80%</th>
<th>81-100%</th>
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<tr>
<td>Task significance</td>
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<tr>
<td>कार्य की महत्ता</td>
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<tr>
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In railway, factor which satisfies and motivates you the most...
रेलवे में कौन से कारण हैं, जो आपको सबसे ज्यादा संतुष्ट एवं प्रेरित करते हैं ...

In railway, factor that dissatisfies and demotivates you the most...
Suggestion, if any...
रेलवे में कौन से कारण हैं, जो आपको सबसे ज्यादा असंतुष्ट एवं हतोत्साहित करते हैं ...
यदि कोई सुझाव ...

In order of your importance, kindly rank the following benefits, which motivate and satisfies you the most, being in railway.
रेलवे में आप आपनी महत्वता के अनुसार नीचे दिये गये लानों को कमानुसार करें, जिससे कि आप उत्साहित एवं संतुष्ट होते हैं

Medical benefit
विकिसीय सुविधा

Compassionate appointment
अनुमय नियुक्ति

Pass benefit
पास सुविधा

Housing benefit
आवासीय सुविधा

Staff welfare fund / recreation
कर्मचारी कल्याण निधि / मनोरंजन

Loans/advances/allowances/bonus
ऋतु/अग्रिम/भत्ता/बोनस