



WORK STUDY REPORT
ON
REVIEW OF Group 'C' & 'D'
STAFF WORKING in ENGINEERING (W) DEPTT
OVER
AMBALA DIVISION
2018-19

WORK STUDY TEAM

SH. LALIT KUMAR	AWSO	LEADER
SH. RAM PARSHAD	CWSI	MEMBER
SH. YOGESH KR.BADHWAR	CWSI	MEMBER

GUIDANCE

BY

SH. ASHOK KUMAR AGARWAL
SWSO

DATE OF COMMENCEMENT : 02.07.2018

DATE OF COMPLETION : 26.07.2018

No. 16-CP/21/WS/2018-19

Central Planning Cell
Northern Railway
Headquarters Office,
Baroda House, New Delhi

EXECUTIVE SUMMARY

This study was allotted to Central Planning Cell, HQ Office, with a view to identify redundant/unproductive/obsolete activities of the staff working under SSE (Works) over Ambala Division (except section of ADEN/UMB & ADEN/SRE) to suggest ways & means to improve manpower productivity. is as under:-

S N	Total staff	S/S	O/R	Vacancy
1	Permanent Staff	394	297	-97
2	TLA staff	24	22	-2
Total		418	319	99

STAFF POSITION

No. of posts identified as surplus and recommended for surrender: -

Gr. 'C' = 20 posts

Gr. 'D' = 25 posts

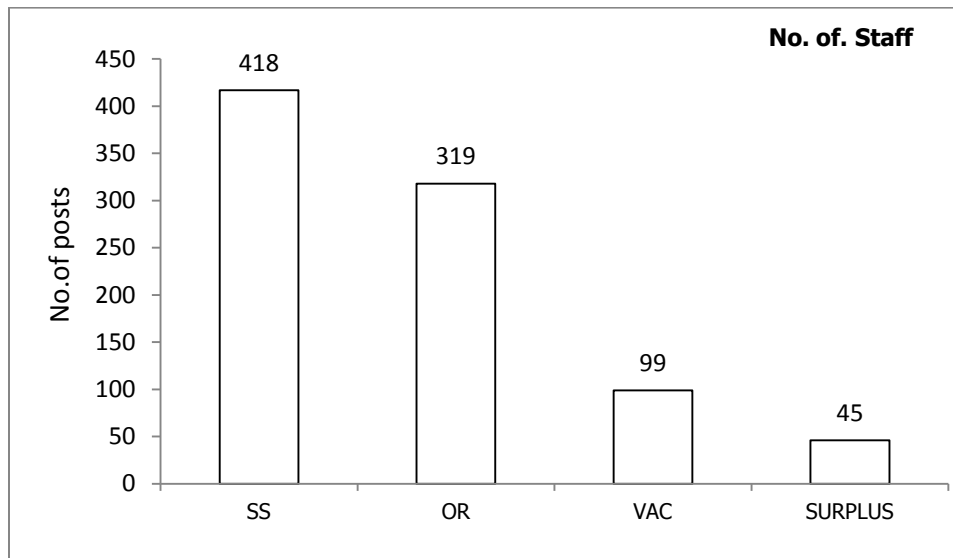
Total + 45 posts

FINANCIAL IMPLICATIONS

Anticipated recurring savings = ■ 226.91 lakh per annum.

Capital saving = Nil

Total = ■ 226.91 lakh per annum



I N D E X

S.N.	Contents	Pages	
		From	To
1	Synopsis	4	4
2	Summary of recommendations	5	5
3	Acknowledgement	6	6
4	Introduction	7	7
5	Brief description, staff position, Workload, Critical analysis, proposed staff and recommendations.	8	20
6	Financial implications	21	21
7	Work Study Detailed Chart	22	22
8	List of Annexure	23	23

SYNOPSIS

Engineering Department has been entrusted the maintenance of permanent way and works at an optimum level of safety, security and reliability. The Works Department maintains infrastructure viz service/residential buildings, water supply/sewerage system, rest houses, holiday homes, public amenities, bridges, tunnels etc. for use of railway passengers/employees. The introduction of improved methods with advanced technology, change in the pattern of working, multiskilling in trades, closure of redundant activities in the system have improved railway working as well as manpower productivity. Due to high establishment cost, the works carried out by contractual agencies are beneficial to railway in terms of both cost as well as quality than the works done by departmental labour. The contractual working has gained immense proposition in works branch. Most of the major works are carried out on contractual basis and only minor/petty works are being carried out by Departmental labour.

Keeping in view of above, SDGM/NR desired to conduct a Review of group 'C' & 'D' staff working under SSE/Works over UMB Division under the administrative control of Sr DEN/C UMB with a view to improve efficiency and economy.

The team collected the position of staff from divisional headquarters office and workload from concerned SSE/W. The assessment of manpower is based on the wasteful expenditure, redundant/diminishing categories & TLA posts.

After thorough review of the staff working under SSE/Works over UMB division, the team has identified 45 posts as surplus and recommend for surrender. The zealous implementation of the recommendations made in the report is likely to achieve net recurring saving worth ■226.91 lakh per annum to the administration.

SUMMARY OF RECOMMENDATIONS

S N.	Recommendations	Refer para No.	Accepting/ implementing Authority.																																
1	<p>It is proposed that 46 posts in different categories and grades identified as surplus under the administrative control of Sr DEN/C UMB and recommended for surrender as follow</p> <table border="1"> <thead> <tr> <th>S N</th><th>Category</th><th>Gr</th><th>No of Surplus posts</th></tr> </thead> <tbody> <tr> <td>1</td><td>Valveman</td><td>5200-20200+1800</td><td>15</td></tr> <tr> <td>2</td><td>Vehicle Drivers</td><td>5200-20200+1900</td><td>01</td></tr> <tr> <td>3</td><td>Canner</td><td>5200-20200+1900</td><td>01</td></tr> <tr> <td>4</td><td>Chainman</td><td>5200-20200+1800</td><td>04</td></tr> <tr> <td>5</td><td>TLA</td><td>5200-20200+1900</td><td>18</td></tr> <tr> <td>6</td><td>TLA</td><td>5200-20200+1800</td><td>06</td></tr> <tr> <td colspan="2">Total</td><td></td><td>45</td></tr> </tbody> </table>	S N	Category	Gr	No of Surplus posts	1	Valveman	5200-20200+1800	15	2	Vehicle Drivers	5200-20200+1900	01	3	Canner	5200-20200+1900	01	4	Chainman	5200-20200+1800	04	5	TLA	5200-20200+1900	18	6	TLA	5200-20200+1800	06	Total			45	<p>2.6.1</p> <p>2.6.2</p> <p>2.6.3</p> <p>2.6.4</p> <p>2.6.5</p> <p>2.6.5</p>	<p>ADRM/UMB</p> <p>Sr.DEN/C/UMB</p> <p>Sr.DPO/UMB</p>
S N	Category	Gr	No of Surplus posts																																
1	Valveman	5200-20200+1800	15																																
2	Vehicle Drivers	5200-20200+1900	01																																
3	Canner	5200-20200+1900	01																																
4	Chainman	5200-20200+1800	04																																
5	TLA	5200-20200+1900	18																																
6	TLA	5200-20200+1800	06																																
Total			45																																

ACKNOWLEDGEMENT

The Work Study team is highly grateful to Sh. Kuldeep Singh, ADRM/UMB, Sh. P.K. Gupta, Sr.DEN/C/UMB and Sh. Rajeev Bajaj, Sr. DPO/UMB for giving their valuable guidance. The team is also thankful to all other functionaries for extending their cooperation in providing necessary data/information during the course of study.

1.0.0 INTRODUCTION

1.1.1 Engineering Department plays vital role in maintaining track and infrastructure for smooth operation of freight and passenger traffic at an optimum level of safety, security and reliability. Works branch maintains infrastructures viz service/residential buildings, water supply/sewerage system, platform, waiting rooms, running rooms, rest houses/holiday homes, amenities, horticultures and bridges etc to rail users and employees. Besides contractual system of working, a huge manpower has been engaged in works branch to carry out maintenance activities/petty repairs. Due to high increase in the wages of railway employees, a huge amount is being incurred in maintenance activities. The adoption of modern technologies in railway system has improved the quality of maintenance and reduced the physical strenuous work of railway workers. Due to change in policies in railways, the work in which safety is not directly involved is being done on contractual basis. In works branch, most of the major works, which are being done on contractual basis. This has resulted in improved quality of maintenance, economy and reduction in workload of works branch.

Keeping in view of above, SDGM/NR assigned the study to review Group 'C' & 'D' staff working in Engg (W) deptt over UMB division (except section of ADEN/UMB & ADEN/SRE) to the Central Planning Cell, HQ Office with a view to achieve economy and manpower productivity.

1.2.0 TERMS OF REFERENCE

The work study has been conducted under the following terms of references:-

- I) To review staff strength vis-à-vis existing workload.
- II) To identify redundant/unproductive activities with a view to eliminate wasteful expenditure
- III) To suggest ways and means to improve economy and productivity of the system.

1.3.0 METHODOLOGY ADOPTED

The work study is based on the following method study and work measurement techniques

- 1. Data Collection and its critical analysis.
- 2. Sample check, spot observations of various activities done by the maintenance staff, analytical estimation and yardstick in vogue, if any.
- 3. Held discussions at various levels.

2.0.0 BRIEF DESCRIPTION, STAFF POSITION, WORKLOAD, CRITICAL ANALYSIS, PROPOSED STAFF & RECOMMENDATIONS.

2.1.0 BRIEF DESCRIPTION

Ambala, an important division on Northern Railway, is spread over the states of Haryana, Punjab, Himachal Pradesh, Uttarakhand and Rajasthan. It consists of railway lines of length 890.5 km on broad gauge and 96.5 km on narrow gauge.

Ambala division caters the needs of freight and passenger traffic through 139 stations spread over its jurisdiction.

2.2.0 Engineering Department of Ambala division functions under the administrative control of Sr.DEN/C assisted by four Sr. DENs and one DEN. The works branch is divided into 18 sectional SSE/W offices functioning under SSE/(W) over the division. The work study is confined to the jurisdiction over UMB division except section of ADEN/UMB & ADEN/SRE.

2.3.0 STAFF POSITION

During the course of study, the team collected the staff position of Works Depots from divisional office as well as from depot incharges. Sanctioned and on roll posts has been taken into consideration as supplied by the depot incharges. The detailed staff position is annexed as annexure No II in the report and summarized position of the same is tabulated below:-

S N	SSE/Works	Depot	Gr "C"			Gr "D"		
			S/S	O/R	VAC	S/S	O/R	VAC
1	JUDW	Permanent	13	4	9	21	17	4
		TLA	0	0	0	0	0	0
2	CDG-I	Permanent	13	3	10	27	20	7
3	CDG-II	NIL	0	0	0	0	0	0
4	RPJ	Permanent	06	04	02	24	17	7
		TLA	0	0	0	01	01	0
5	SIR	Permanent	7	3	4	18	16	2
		TLA	1	1	0	02	02	01
6	RPAR	Permanent	8	6	-2	17	13	4
		TLA	4	4	0	0	0	0
7	GANL	TLA	1	1	0	0	0	0
8	KLK	Permanent	10	6	-4	22	18	4
		TLA	0	0	0	0	0	0
9	SML	Permanent	6	5	-1	17	13	4
		TLA	0	0	0	0	0	0
10	PTA	Permanent	4	3	-1	25	20	5
		TLA	1	1	0	1	01	0
11	DUI	Permanent	9	7	-2	32	29	3
		TLA	0	0	0	0	0	0
12	SAG	Permanent	8	4	-4	22	22	0
		TLA	0	0	0	01	01	0
13	BTI-I	Permanent	8	4	-4	15	14	1
		TLA	3	2	0	0	0	0
14	BTI-II	Permanent	6	3	-3	23	18	5
		TLA	0	0	0	0	0	0
15	ABS	Permanent	4	4	0	29	24	5
		TLA	3	2	1	0	0	0
16	RV	TLA	4	3	-1	0	0	0
17	E/UMB	TLA	1	1	0	01	01	0
18	GHG	TLA	0	1	-1	0	0	0
	TOTAL	Permanent	102	56	46	292	241	51
		TLA	18	16	02	06	06	0

S N	TOTAL STAFF	S/S	O/R	Vacancy
1	Permanent Staff	394	297	97
2	TLA staff	24	22	02
Total		418	319	99

The above table reveals as under:

1. The permanent on roll staff is 297 against the sanctioned strength of 394 and 97 posts are lying vacant in permanent cadre.
2. The TLA on roll staff is 22 against the sanctioned strength of 24 and 02 posts are lying vacant in TLA cadre.

DETAIL STAFF POSITION OF REDUNDAMNT/DIMINISHING CADRE UNDER SSE/W OVER UMB DIV as per GM/N Rly letter No807-E/Surrender of posts/MPP/2017 dt 08.2.2017.

ADEN OF SECTION	SSE	Vehicle Driver		Chain man		Valve man		Canner	
		S/S	O/R	S/S	O/R	S/S	O/R	S/S	O/R
ADEN-JUDW	JUDW	--	--	--	--	1	1	--	--
ADEN-CDG	CDG-I	--	--	--	--	2	--	--	--
ADEN-SML	KLK	1	--	--	--	2	--	--	--
	SML	--	--	1	1	1	--	--	--
ADEN-RPJ	RPJ	1	1	1	1	--	--	--	--
	RPAR	--	--	--	--	2	2	--	--
ADEN-PTA	PTA	1	1	--	--	2	--	--	--
	DUI	--	--	--	--	2	1	--	--
	SAG	--	--	--	--	2	2	--	--
ADEN BTI	BTI-I	--	--	--	--	--	--	1	--
	BTI-II	--	--	1	--	1	--	--	--
	ABS	--	--	1	--	--	--	--	--
Total		3	2	4	2	15	6	1	0
Total sanction 23				Total On roll 10					

The above table reveals that on roll strength of misc redundant/diminishing cadre is 10 against the sanction strength of 23 and 13 posts are lying vacant under SSE/W over UMB division.

2.4.0 ACTIVITIES PERFORMED BY MAINTENANCE STAFF UNDER SSE/SE (WORKS) over UMB division.

2.4.1 The following activities are carried out by maintenance staff:-

- Maintenance of station buildings, service buildings, residential buildings, staff quarters, water supply system, pumping stations, drainage system, platforms, play grounds, rest houses, running rooms, water filter and treatment plant.
- Repair works of furniture and other assets like flooring, doors/windows, road etc.
- Horticulture and floriculture work for beautification, protection from pollution, maintenance of flower pots, nursery, seed beds, residential and non residential lawns, cutting of hedge, plantation, grass cutting, trimming of trees and bushes.
- Dealing with railway land encroachment.

- v) Possession, allotment and dealing with unauthorized occupation and retention of quarters.
- vi) To maintain daily complaint register for recording complaints regarding leakage, cracks, damages etc, and action taken to rectify. Complaints are received either verbally or in writing, on telephone or through memos/inspection notes.
- vii) Best use of surplus railway land besides maintenance service and residential buildings.
- viii) Clearance of vegetation, debris and shrubs and surroundings of service and residential building, lawns and approach roads.
- ix) Maintenance of water supply system, tube wells, over head tanks, pipe lines,
- x) Accountal of stores, its procurement, indenting, distribution and empty returns etc.
- xi) Assist in conducting inspections of officials.
- xii) Supervision of contractual work and arranging payment to contractors.
- xiii) Assist in conducting survey for remodeling/alterations in assets/infrastructure.
- xiv) Keeping liaison with offices/officials/other Civil Department like Collector's Office, Tehsildar, water supply branches etc.
- xv) Dealing with court cases and unauthorized occupation of railway premises.
- xvi) Arranging audit and accounts inspection.

2.5.0 WORKS CARRIED OUT ON CONTRACTUAL BASIS.

2.5.1 All works carried out by contractor comes under contractual work. Most of major works are done on contractual basis.

2.5.2 ZONAL CONTRACT

All maintenance and repairs, which are carried out every year and are of repetitive type are done on zonal contract. It includes white washing, colour washing of service buildings and railway quarters, canning work, repair to roads, supply of building material, brick work, iron and steel work replacement of doors and windows, roof work, floor work, dismantling and fencing etc. Agency/contractor nominated by division and Supervision/ measurement is done by SSE/ (Works).

2.5.3 SPECIAL CONTRACT

Railway Board approved special contract for the zone. It is chargeable to railway revenue. It is arranged by division and supervised and measured locally.

2.5.4 WORKS CARRIED OUT BY DEPARTMENTAL STAFF

As already discussed in forgoing paras', all major and repetitive type of works under zonal contract are being carried out on contractual basis. Besides, there are other non-repetitive /petty repair works like maintenance of residential and service buildings, bridges and tunnels etc., which arise on day-to-day basis. Some jobs may occur today but may not occur in future at the same place. However, the same job may occur a number of times at some other palaces. These works do not fall under major works but require immediate attention. These type of works are being carried out by the Departmental staff.

2.5.5 Detail of running contract work under ADEN's over UMB division (Except ADEN UMB & SRE sections):

Sectional ADEN	Description of work	Amount in Rs.
ADEN/BTI	Annual repair white washing and painting of staff quarters service building under Zone-I and IA in the section SSE/W/E BTI under ADEN/BTI	5399287/-
	Conservancy services at SIR, RAPR, NLDM in the section of section SSE/W/ABS	1081433/-
	Annual repair white washing and painting of staff quarters and service building under Zone-3 & 4 from BTI (Excluding) to SGNR (excluding) in the section SSE/W/E ABS under DEN/BTI	2613884/-
ADEN/SIR	Annual repair white washing and painting of staff quarters service building under Zone A/ SIR to New Morinda and New Morinda TO Sanewal section in the section SSE/W/E SIR under ADEN/SIR	4306076/-
	Conservancy services at SIR, RAPR, NLDM in the section of SIR	2481504/-
	Annual repair white washing colour washing and painting of staff quarters and service building under Zone B/RPAR on Morinda-NLDM-AADR in the section SSE/W/E RPAR under ADEN/SIR	4561849/-
ADEN/CDG	Annual repair white washing colour washing and painting of staff quarters and service building under Zone Chandigarh in the section SSE/W/CDG under ADEN/CDG	5602076/-
ADEN/RPJ	Annual repair white washing colour washing and painting of staff quarters and service building in Zone work in the section SSE/W/RPJ under	790000/-

	ADEN/RPJ	
	Repair to corroded water supply pipe line and worn sewer at UBC, RPJ, GBG and KNN railway stations in the section of SSE/W/RPJ	150000/-
	a) Repair to road surface and inter lock CC pavers of L-Xing from RPJ to SNLN b) Repair to bridge parapet and inspection steps, repair to sand hump and cess in UMB-LDH section. c) Repair of door and windows, leaky roof, flooring and plastering of staff quarters at SDY, KNN, GBG, CHA and DOA station in the section of SSE/W RPJ.	7585000/-
ADEN/PTA	Repair to water supply line at PT and Nabha PVC water storage tanks in Quarters in the section of SSE/W PTA under ADEN/PTA	4789770/-
	Conservancy services at PTA,DUI & SAG under ADEN/PTA	3089807/-
	i. Repair to badly leakage battened roof of SS office, Retiring room, waiting room at station and other service buildings like telephone exchange and hospital at DUI in the section of SSE/W DUI ii. Repair of septic tank and soak pit for block No T56 & T57 and repair to sewerage pipe of block E41, E42, E43, G4 W4 at PTA under ADEN PTA. iii. Repair to concrete path way from station to staff quarter at DBN station in the section of SSE/W PTA iv. Repair to old worn out doors, windows and floor to staff quarters in the section of SSE/W PTA. v. Repair to old worn out doors, windows and floor to staff quarters DUI- Gill section in the section of SSE/W DUI under ADEN PTA.	8900700/-
	Total	51351686/-

The above table reveals that Rs. 51351686/- is being spent on running contract on the above activities over UMB division (Except ADEN UMB & SRE sections).

2.5.6 CRITICAL ANALYSIS:

During the course of review it was observed that at some of the categories like Valveman, chainman, canners etc are redundant/diminishing in nature. Valveman work is not a technical in nature and multipurpose khallasi can be utilized for this work. Chainman work is also not a technical in nature and multipurpose khallasi can be utilized for this work. These days wooden furniture has been replaced by steel furniture, therefore, the utility of canner staff has been almost reduced. If any work left, this can be managed by outsourcing. During the course of review it was also observed that three vehicle drivers are sanctioned one each with SSE/W KLK, RPJ & PTA however there is no Rly vehicle is available with SSE/W KLK further loading, leading, unloading of materials are going on contract basis and conservancy work is also going on contract basis.

During the course of review it was observed that 24 TLA posts are sanctioned at various locations over UMB division. These posts of TLA were originated on the basis of certain percentage of revenue against sanction of various special works like renewal, modification etc. Generally these posts should be abolished after completion of such special work and it is observed that after completion of special work these posts are still in continuation so these posts should be abolished. These TLA posts should be incorporated in permanent head and thus vacated posts should be surrendered to reduce wasteful expenditure. This will certainly improve economy as well as manpower productivity.

2.6.0 ASSESSMENT OF STAFF:-

During the conduct of study, the work study team visited the SSE/Works Depots over Ambala Division and observed that most of the work is being carried out on contractual basis. The work done by the contract staff is more cheaper & economical than the departmental staff. The departmental staffs are deployed only to attend the petty/minor repairs of Railway quarters/ service Buildings etc. as and when required.

At present a total 418 Engineering (Works) staff including permanent & TLA has been sanctioned & 319 permanent & TLA staff are on roll to cope up the minor/petty repairs of quarters. The work study team has considered the only redundant categories & TLA staff. At present the staff position is as under:-

S N	SSE/Works	S/S	O/R	Vacancy
1	Permanent Staff	394	297	97
2	TLA staff	24	22	02
Total		418	319	99

The work study team has recommended 45 posts of redundant/TLA category for surrender Although 99 posts are lying vacant, out of which these 45 posts of redundant/TLA cadre can be surrendered. The details of which is discussed below:-

2.6.1 UTILITY OF VALVEMAN

The valveman category has been declared as redundant/diminishing category vide GM/Northern Railway Letter No 807-E/Surrender of posts/MPP/2017 dt 08.2.2017. In the entire division only 6 valveman are working against the sanction strength of 15 and 09 posts are lying vacant. Multiple khallasis may be utilised for the work of valveman activity. The work study team is of the opinion that these 15 posts of valveman rendered surplus as follows:-

S. No.	SSE/W Depots	Category	No. of posts surplus
1	JUDW	Valveman	01
2	CDG		02
3	Kalka		02
4	SML		01
5	RPAR		02
6	PTA		02
7	DUI		02
8	SAG		02
9	BTI		01
Total			15

Multiple khallasis can be utilized for the work of valveman activity, the proposed requirement of Valveman comes to Nil and 15 posts of valveman be rendered surplus and recommended for surrender.

Recommendation No.1

It is proposed that 15 posts of valveman in Gr Rs. 5200-20200 GP 1800 identified as surplus and recommended for surrender.

2.6.2 UTILITY OF VEHICLE DRIVER:

During the conduct of study, it was observed that there is no Rly vehicle is available with SSE/W KLK, but one post of vehicle driver has been sanctioned in the work depot, further loading, leading, unloading of materials are going on contract basis and conservancy work is also going on contract basis. Therefore, keeping in sanction of driver posts is a loss of revenue to the railway. one post rendered surplus and recommended for surrender as follows:-

S. No.	SSE/W Depots	Category	Grade in Rs	No. of posts surplus
1	KLK	Vehicle Driver	5200-20200-1900	01
Total				01

01 post of vehicle driver rendered surplus and recommended for surrender.

Recommendation No.2

It is proposed that 01 posts of vehicle driver identified as surplus at KLK in Gr. Rs. 5200-20200-1900 and recommended for surrender.

2.6.3 UTILITY OF CANNER:-

These days wooden furniture has been replaced by steel furniture, therefore, the utility of canner staff has been almost reduced. If a little work left, in old furniture, this can be managed by outsourcing. Hence, the posts of canner be rendered surplus and recommended for surrender as follow:-

S. No.	SSE/W Depots	Category	Grade in Rs	No. of posts surplus
1	BTI-I	Canner	5200-20200-1900	01
Total				01

The proposed requirement of canner staff comes to Nil, due to diminishing cadre in nature. Therefore the 01 posts of canner at BTI rendered surplus and recommended for surrender.

Recommendation No.3

It is proposed that 01 posts of canner identified as surplus in Gr. Rs. 5200-20200-1900 under SSE/BTI and recommended for surrender.

2.6.4 UTILITY OF CHAINMAN:-

During the conduct of study, it has been observed that the on roll strength of chainman is 2 against the sanctioned strength of 4 at entire division under SSE/Works and 2 posts are lying vacant. This category has been declared as redundant/diminishing category vide GM/Northern Railway Letter No 807-E/Surrender of posts/MPP/2017 dt 08.2.2017. The work of chainman if any can be carried out by multiple purpose khallasi. The work study team is of the opinion that these 04 sanctioned posts of chainman rendered surplus and recommended for surrender as follows:-

S. No.	SSE/W Depots	Category	Grade in Rs	No. of posts surplus
1	SML	Chainman	5200-20200-1900	1
2	RPJ			1
3	BTI-I			1
4	ABS			1
Total				4

Thus the proposed requirement of chainman staff comes to Nil, due to diminishing cadre in nature. Therefore, 04 posts of chainman be rendered surplus and recommended for surrender.

Recommendation No. 4:

It is proposed that 4 posts of chainman identified as surplus in Gr. Rs. 5200-20200+1900 and recommended for surrender.

2.6.5 UTILITY OF TLA STAFF:-

The Works Branch of Engg Department maintain infrastructure in service/residential buildings, water supply/sewerage system, rest houses, holiday homes etc. for use of Rly. Employees/passengers. With the introduction of improved methods with advances technology, change in working pattern, multi skilling in trades, closure of redundant, uneconomical/wasteful activities in the system have improved railway working and utilization of manpower. Due to high establishment cost, the work carried out by the contractual agencies are economical than the departmental labour. All major works are being carried out by contractors and only petty/minor repairs work are being carried out by departmental labour. The formation/maintenance of roads are exclusively being carried out by private contractors.

The staff on TLA over Railways is a major source of expenditure incurred in the system to execute timely completion of special works required from time to time to effect better transport services. Besides, the open line activities, modifications and renewals etc. are undertaken by the Engineering Department. The staffing pattern is made on the revenue charged basis. It is experienced by the administration, that the establishment charges are a very higher side which needs to be reviewed to reduce staff strength being engaged in the system not only to affect economy in expenditure but also to improve manpower productivity.

The TLA posts are originated on the basis of certain percentage of the revenue against sanction of various special works. Generally, these posts are to be abolished after completion of such special works. During the conduct of study, it comes to notice that these posts continue to exist even after completion of such special works. It is observed that all repetitive type of works is carried out on Zonal contracts. It includes white washing, colour washing, painting of residential/service infrastructures, repair to roads & canning, replacement of doors/windows, roof repairing, roof painting (Tar coal), horticulture etc. Certain special contacts are also awarded. These are done on policy matters and framed by Railway Board. Sufficient manpower has however been engaged to carry out P. Way and works activities on regular as well as TLA basis. Even though the contracts are awarded to carry out certain works activities, the TLA posts are being sanctioned from time to time regularly for a prescribed time bound. After completion of work, these TLA posts should be abolished automatically. But these posts are still in continuation which is a source of unnecessary expenditure and must be curtailed.

The team is of the opinion that the post of TLA should be surrendered immediately so as to reduce wasteful expenditure.

During the course of work study team observed that certain number of posts lie in both permanent and TLA heads due to some reason or another and vacancy also exists in both the heads against the same category. In certain cases, though the posts in permanent head is vacant. The post is on roll/working in TLA head.

The same should be incorporated in permanent head thus vacating the posts in TLA head. The team suggests that the posts thus becoming vacant in TLA head should be surrendered. This will certainly improve economy as well as manpower productivity.

The summarized position of permanent staff & TLA staff is as under:-

Description		Gr. C	On Roll	Vacancy
Permanent staff of Engineering (Works) side	C	102	56	46
	D	292	241	51
Total (X)		394	297	-97
TLA staff of Engineering (Works) side	C	18	16	02
	D	06	06	0
Total(Y)		24	22	2
Grand Total (X+Y)		418	319	-99

The above table reveals that in the permanent cadre, 97 posts of Gr. 'C' & 'D' are lying vacant. The 24 posts of TLA are in the sanction. These 24 posts of TLA can be incorporated in permanent cadre. After incorporating these 24 TLA posts in permanent cadre, these 24 posts of TLA be rendered surplus and recommended for surrender as follows:-

S. No.	SSE/W Depots	Category	No. of posts surplus
1	E/UMB	Tech. Fitter Khallasi/MP	01 01
2	RPJ	Khallasi	01
3	SIR	Tech. Fitter Khallasi/MP	01 02
4	RPAR	Tech Carpenter Tech/Mason Tech Fitter Tech Painter	01 01 01 01
5	PTA	Tech. Painter Khallasi/MP	01 01
6	SAG	Khallasi/MP	01
7	ABS	Tech-Smithy Tech Painter Tech Mason	01 01 01
8	BTI	Tech Canner Tech Mason Tech Painter	01 01 01
9	Rail Vihar	Tech Smithy Tech Carpenter Tech Mason	01 02 01
10	GANL	Chalandar	01
	Total		24

Recommendation 5:

It is proposed that 24 posts of TLA staff identified as surplus in different category and grades under SSE/W and recommended for surrender as follow:

S No	Category	Grade	No of Posts surplus
1	TLA Tech	5200-20200+1900	18
2	TLA Khallasi	5200-20200+1800	06
Total			24

The summarized position of surplus posts are given as under:-

S. No.	Surplus posts	
1	Valveman	15 Gr 'D'
	Vehicle Driver	01 Gr 'C'
	Canner	01 Gr 'C'
	Chainman	04 Gr 'D'
	TLA posts	24 (Gr 'C'=18) (Gr 'D'=06)
Total		45

Group C= 20, Group D= 25, Total= 45

3.0.0 FINANCIAL IMPLICATIONS

After the implementation of the work study recommendations, following is the financial implications.

SN	Category	Pay scale + Grade pay ■■	No. of posts	Rec. No	Monthly value per posts ■■.	Total annual recurring saving ■■.
1	Valveman	5200-20200+1800	15	1	40072	72,12,960/-
2	Vehicle Driver	5200-20200+1900	01	2	44459	5,33,508/-
3	Canner	5200-20200+1900	01	3	44459	5,33,508/-
4	Chainman	5200-20200+1800	04	4	40072	19,23,456/-
	TLA	5200-20200+1900	18	5	44459	96,03,144/-
	TLA	5200-20200+1800	06		40072	28,85,184/-
			45			22691760/-

No. of posts identified as surplus: -

Group 'C'= 20 posts

Group 'D'= 25 posts

Total = 45 posts

Anticipated recurring saving = ■■226.91 lakh per annum

Capital saving = Nil

Total saving = ■■226.91 lakh per annum

WORK STUDY REPORT DETAILED CHART

Department : - Engineering

Name of study: - Review of Group 'C' & D' staff working in Engineering (Works) Department over Ambala Division.

Activity centre:- Under SSE/Works, JUDW, CDG_I, CDG-II, RPJ, SML, KLK, SIR, RPAR, PTA, DUI, SAG, BTI-I, BTI-II & ABS of Ambala Division.

SN	Sub activity	Brief description of workload	Actual staff deployed	Work Study recommendations	Representative workload
1	SSE works Depot JUDW, CDG-I, CDG-II, RPJ,SML, KLK,SIR, RPAR, PTA, DUI, SAG, BTI-I, BTI-II & ABS	Maintenance of service/residential building, L. Xing, bridges, hand-pumps , water pumping stations, sewerage system, lawns, parks, ORH and SRH etc.	SS= 418 OR= 319 Vac= 99	S/S= 418 posts surplus=45 posts Gr. C=20 Gr. D=25	Maintenance of service/residential building, L. Xing, bridges, hand-pumps , water pumping stations, sewerage system etc

LIST OF ANNEXURES

S.N.	Description	Annex. No.
1	GM/C.P.C authority letter No. 16-CP/21/WS/18-19 to conduct the study	I
2	Statement showing category and grade wise staff position of permanent staff working under SSE/Works of UMB Division.	II/A
3.	Statement showing category and grade wise staff position TLA staff working under SSE/Works of UMB Division.	II/B
