



REVIEW OF STAFF STRENGTH
OF
TNC STAFF OVER BIKANER DIVISION

(G/HQ/WS/463/24/TNC/BKN/2017-18)

GUIDED BY

P. K. MALIK
Sr. ADGM & AWSO/NWR/JP

STUDIED BY

1	KAMLESH KUMAR MEENA	CWSI-JP
2	PRAKASH GURNANI	WSI-JP
3	RAJENDRA SINGH KHIRIA	WSI-JP



WORK STUDY ORGANIZATION
NORTH WESTERN RAILWAY
JAIPUR

EXECUTIVE SUMMARY

Sr. No.	24			
Study No.	G/HQ/WS/463/24/TNC/BKN/2017-18			
Subject	Review of staff strength of TNC Staff over Bikaner Division.			
Area	Operating department over Bikaner division.			
Division	Bikaner			
Department	Operating			
Terms of Reference	Assessment of Man Power requirement			
Present Cadre	Cat.	SS	OR	Vac.
	CTNC	52	30	22
	STNC	9	9	0
	TNC	1	1	0
	Total	62	40	22
Proposed Cadre	42			
Projected Surplus Man Power	20			
Total No. of Recommendations	03			
Financial Implication	Rs.158.79 Lac per annum.			
Month of Circulation	May' 2018			

INDEX

Chapter No.	Contents	Page No. From-To
1	Introduction	4
2	Acknowledgement	5
3	Circular and Policies	6-12
4	Cadre Position	13
5	Deployment, Workload & Observations	14-28
6	Critical Analysis, Summary of Surplus Posts and Recommendations	29-30
7	Discussions at Officers' level	31
8	Revised Summary of Surplus Posts & Recommendations	32
9	Summary of Recommendations	33
10	Financial Implication	34

1.1.0 INTRODUCTION:

Operating department, working under the control of Sr.DOM, is the back-bone of Railways and the control office of this department works like a brain of the Railway system as it provides smooth, safe and punctual running of trains. Besides this, the role of manpower to handle files related to establishment of Operating staff and Operational activities related to Operating organization cannot be ignored.

The requirement of staff has decreased due to computerization of offices and better output from the staff as a result of training to them. There have been dynamic change in the technology and modernization, computerization, mechanization of operating system, equipment and facilities etc. are taking place at fast rate to meet the challenges of operating ratio of Indian railways. To meet the challenges of the changing environment, systematic manpower planning is essential. Therefore a category-wise analysis of staff should be carried out, to identify the surplus and to arrange manpower in the areas of need. This adjusts the surplus in one category to other categories, where there is demand. Manpower planning ensures that the existing manpower is utilized to the maximum extent.

All efforts should be made to ensure that the revenue is spent carefully over assets, infrastructure and manpower. In other words, Railway administration should curtail wasteful expenditure in operational and maintenance costs so as to bring down the 'operating ratio' which is the prime indicator of Railway's financial efficiency.

In recent past various technology updates have taken place in train operations. Various Data Handlings of Trains are being managed through software like-COIS, FOIS, COA & TMS etc. This has reduced the manual efforts in compilation of statistical reports.

Keeping in view the above mentioned factors, SDGM has approved the Work Study on optimization of manpower of TNC staff of operating department over Bikaner division for the financial year 2017-18.

CHAPTER 2	ACKNOWLEDGEMENT
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2.1.0 Coordinating Officials of the department:

The Work Study Team expresses its sincere thanks and gratitude to Sh. Sunil Mahala, Sr. DOM/BKN, Coordinators and also thankful to divisional staff for co-operation during the course of study.

2.2.0 Terms of Reference:

This study has been conducted under the following terms of reference:

2.2.1 Review of staff vis-a-vis workload on existing working conditions.

2.2.2 Suggesting the ways and means for improving the system economically and efficiently.

2.3.0 Methodology Adopted:

The following techniques of method study as well as work measurement have been applied to conduct the study:

2.3.1 Data collection and its critical analysis to arrive on factual status of present working.

2.3.2 Analyzing effect of introduction of improved technology in work process.

2.3.3 Holding discussions at various levels with a view to produce fruitful results.

2.3.4 Sample checks and spot observations.

2.4.0 Field units visited:

Work study team has visited at Operating department in DRM office BKN, Control office/BKN and Stations & Lobbies i.e. BKN, LGH, SOG, HMH, SGNR, HSR, STD and BNW, there TNC staff are deputed over Bikaner division.

3.1.0 POLICY REGARDING MANNING OF CMS LOBBY

NORTH WESTERN RAILWAY

HQ OFFICE
JAIPUR

No. 655E/1/Cadre/CMS Lobby/NWR

Dated 20/30.09.2010

Divisional Railway Manager(P)
North Western Railway,
JU, BKN, JP & AIL.

Sub.: Manning of Crew Management System(CMS) Lobby.
 Ref.: COM/NWR's letter No. M.134/Cadre/Running Staff(Loose)
 dated 30.03.10
 CME & COM/NWR's letter No. M.133/CMS/Vol.I dated 30.01.2008.

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In reference to COM/NWR Letter dated 30.03.2010, the manpower requirement of CMS lobbies on NWR zone has been worked out as under:-

AJMER Division

Name of Lobby	Chief Lobby Supervisor (Mech.Deptt)	Lobby Supervisor (Mech.Deptt)	Lobby Supervisor (Traffic Deptt)	Lobby Operator	Total
Ajmer	1	4	-	8	13
Abu Road	1	4	4	8	17
Udaipur	1	4	-	4	9
Marwar Jn	1	4	-	4	9
Total	4	16	4	24	48

Ajmer Division has to give 4 lobby supervisors (Traffic) from ASM's and 20 Lobby Operator from TNC/Clerical categories.

The posts to be transfer have been decided as under:-

Posts	No. of Posts	Grade (Rs)	GP (Rs)
ASMs	04	5200-20200	2800
TNCs	05	5200-20200	1900
TNCs	05	5200-20200	2400
TNCs	10	9300-34800	4200
Total	24		

- These Posts can be give along with staff or pure vacancies may be offered to Sr.DME(P) for manning the CMS lobbies. The chief lobby supervisors (Mech.Deptt.) Lobby supervisors (Mech.Deptt.) and 4 Lobby Operator will be provided by Mech.Deptt.

(2)

2. In addition 4 posts of ASMs in the grade 5200-20200 in grade pay Rs. 2800/- will be transferred from Ajmer Division to Jaipur Division for manning of phulera CMS lobby.

BIKANER Division

Name of Lobby	Chief Lobby Supervisor (Mech.Deptt)	Lobby Supervisor (Mech.Deptt)	Lobby Supervisor (Traffic Deptt)	Lobby Operator	Total
Bikaner	1	4	-	4	9
Hisar	1	4	4	8	17
Rewari	1	4	-	8	13
Suratgarh	1	4	4	8	17
Churu	-	-	-	4	4
Hanumangarh	1	4	-	4	9
Total	5	20	8	36	69

The posts to be offered by traffic deptt. Will be as under:-

Posts	No. of Posts	Grade (Rs)	GP (Rs)
ASMs	08	5200-20200	2800
TNCs	16	5200-20200	1900
TNCs	04	5200-20200	2400
Total	28		

The posts of chief lobby supervisors, Lobby supervisors (Mech.Deptt.) and reaming 16 posts of Lobby Operator will be provided by Mech.Deptt.

JAIPUR Division

Name of Lobby	Chief Lobby Supervisor (Mech.Deptt)	Lobby Supervisor (Mech.Deptt)	Lobby Supervisor (Traffic Deptt)	Lobby Operator	Total
Jaipur	1	4	4	8	17
Phulera	1	4	4	8	17
Bandikui	1	4	4	8	17
Total	3	12	12	24	51

The posts to be offered by traffic deptt. Will be as under:-

Posts	No. of Posts	Grade (Rs)	GP (Rs)
ASMs	08	5200-20200	2800
TNCs	06	5200-20200	1900
TNCs	06	5200-20200	2400
Total	20		

(3)

- (i) 04 posts of ASMs in the grade Rs. 5200-20200 GP-2800/- to be transferred from Ajmer Division to Jaipur Division will be available for manning of phulera lobby.
- (ii) The chief lobby supervisor and lobby supervisor Mech. Deptt. and 12 Lobby Operator shall be provided by Mech. Deptt.

JODHPUR Division

Name of Lobby	Chief Lobby Supervisor (Mech. Deptt)	Lobby Supervisor (Mech. Deptt)	Lobby Supervisor (Traffic Deptt)	Lobby Operator	Total
Jodhpur	1	4	4	8	17
Merta Road	1	4	-	4	9
Samdari	1	4	-	4	9
Phalodi	-	-	-	4	4
Total	3	12	4	20	39

The posts to be offered by traffic deptt. Will be as under:-

Posts	No. of Posts	Grade (Rs)	GP (Rs)
ASMs	04	5200-20200	2800
TNCs	04	5200-20200	1900
TNCs	04	5200-20200	2400
Total	12		

The chief lobby supervisor and lobby supervisor Mech. Deptt. and 12 Lobby Operator shall be provided by Mech. Deptt.

The lobby Supervisor of Traffic will be responsible for following items:-

- (i) Liaison with Control and for ordering of train.
- (ii) Issuing of train advice.
- (iii) Issuing Caution Orders.
- (iv) Maintenance of Safety Record and conducting Breathalyzer tests.
- (v) Any other work assign by divisional incharge

The instructions for filling up vacancies in CMS lobby and AVC of CMS lobby are issued as under:-

There will be four categories of staff to man the lobby:

- (i) Chief Lobby Supervisor
- (ii) Lobby Supervisor (Mechanical)
- (iii) Lobby Supervisor (Traffic)
- (iv) Lobby Operator

1. Chief Lobby Supervisor and Lobby Supervisors (Mech.) to be drafted from drivers categories as per existing system (Railway Board's letter No. E/P&A/II-83/RS/10 dated 09.01.98).
2. Lobby Supervisor (Traffic) will be filled up by ASMs which is to be provided by Operating department and their seniority and channel of promotion will be maintained in their parent cadre. In case of promotion of Lobby Supervisor (Traffic) new incumbent will be provided by Operating department and the promoted person will be relieved after completion of training of new incumbent (after one week) for smooth functioning of the lobby.
In case Operating department expresses inability to provide the incumbent for the post of Lobby Supervisors. The post may be filled up by Lobby Supervisor (Mech.) temporarily as per the existing system.
3. Lobby Operator in CMS Lobby will be cadre of Mechanical (Loco) department. 60 posts of Lobby Operator (TNC) are being provided by Operating department. rest will be provided by Mech. Deptt. The 60 post provided by Operating deptt. will be provided with incumbent. The seniority of Lobby Operator (TNC) of Operating deptt. will be maintained in parent cadre for the purpose of promotion but they will continue to work in CMS Lobby or suitable replacement will be provided by Operating deptt.
As and when post falls vacant due to retirement/other reason the new incumbent may be posted through compassionate ground/suitable medically de-categories/fresh recruitment and their seniority will be maintained in Mech. Deptt. The whole cadre of lobby operators will be under Mech. Deptt./HQ
4. In case of replacement of incumbent due to promotion and transfer the old incumbent will be released only after completion and proper handing over of charge for smooth working of lobby.
5. After full implementation of above scheme there will be no requirement for deployment of Loco Pilots/Asstt. Loco pilots in CMS lobbies.
5. Compliance should be ensured and advised to COM,CME & undersigned immediately.

This has the approval of COM.

Action taken may be intimated to this office accordingly.

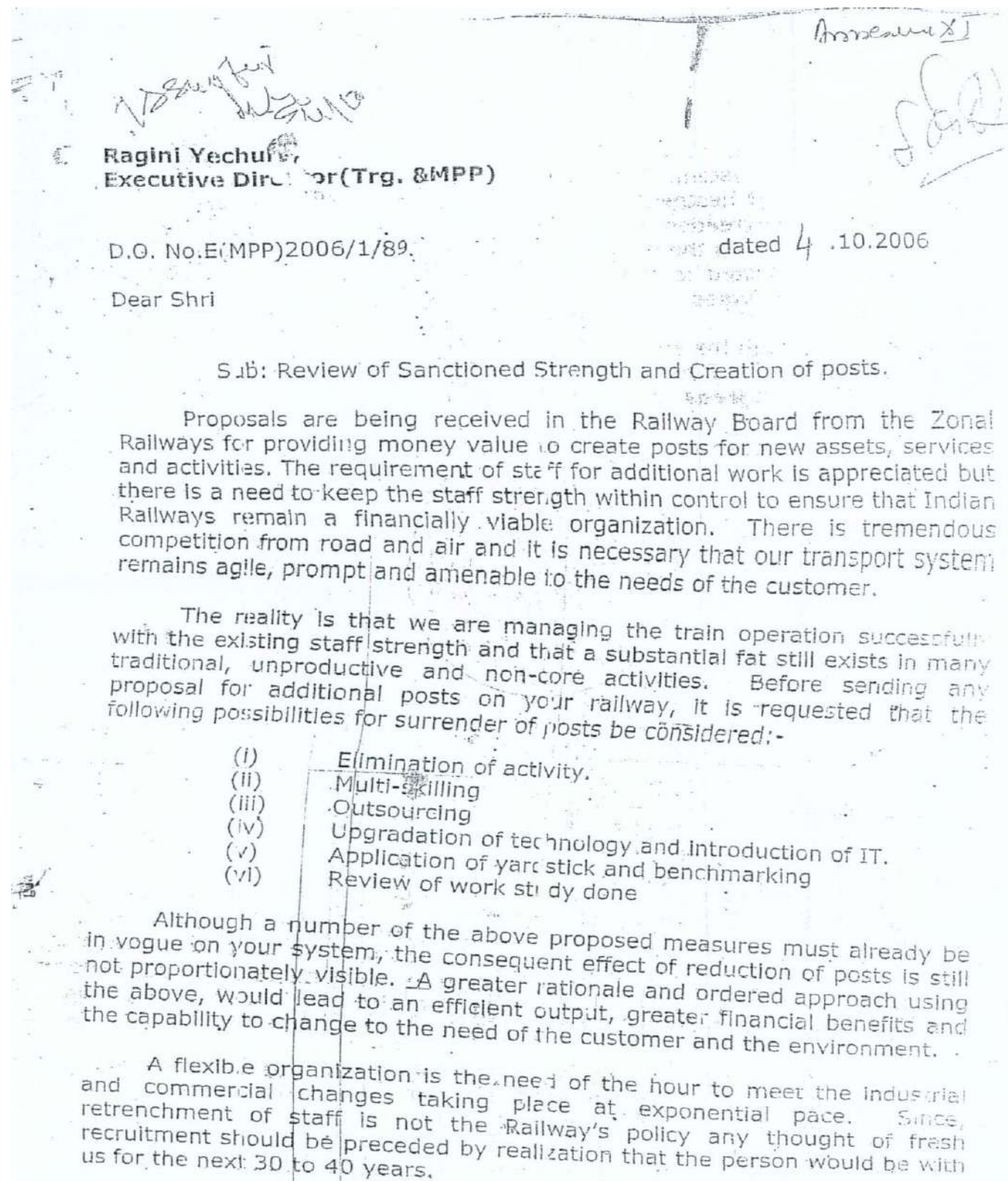
(P.K. Mathur)

for General Manager (P)

Copy to:

1. COM/CME, NWR, JP.
2. Sr. DOM/Sr. DME- AII, BKN, JU & JP.
3. General Secy., NWREU in reference to HQ PNM item(NWREU) 54/09 /UPRMS, NWR, JP.
4. General Secy., All India SC/ST Association & OBC Association/NWR/JP.

3.2.0 CERCULER REGARDING DIMINISHING CATEGORIES



S. No.	Category	S. No.	On roll Strength	Staff req'd as per		(col.3- col. 5)	(col.3- col. 6)	Guidelines including yardsticks	Rly's remarks
				Existing yardstick/ guidelines in col.8	Average RR Bench-marking				
1	2	3	4	5	6	7	8	9	10
1	Sh...							Bare requirement on the basis of number of stations, classification/system of working of stations (PI, RRI etc.) and the HOER applicable, should be calculated. In addition to the bare requirement, 40% may be added for rest givers, leave reserve, training, medical examination, commercial duties, VIP duties etc.	
	Control Staff							Effect of computerizations, automatic train charting and better communication should be factored while calculating the requirement.	
	Yardmasters							The benchmark/yards tick should take into account closure/modernization of yards and stations, upgradation of stations due to RRI, PI, etc. while filling up cols. 5 & 6.	
	Shuntman, Pointsman, Leverman, Shunting Tender, Switchmen, & other Station/cabin staff							Treated as a diminishing category and the activity to be incorporated with FOIS and Coaching Information systems	
	Trains clerks							Based on the average holding of locos in the Railway & allowing for an average of 6 Drivers/ Assistants per effective loco & 5 Guards per effective loco in freight service, (inclusive of LR, RG, Training, Medical Examination etc.) the requirement be calculated. While calculating the above, it should be ensured that their duty hours be at least 90 hours in a 14 day period from sign on to sign off. Calculation of running staff for coaching should be based on the coaching/EMU links and ensuring that minimum 85% of their total duty hours are spent on foot plate.	
	Diesel/Elect. Drivers goods								
	Diesel/Elect. Drivers chg								
	Guards								
	Asstt. Drivers								
	Traffic Gateman							Total 4 gateman for continuous and three for EI Roster which includes provision for LR, RG, Safety camp, medical, etc.	

CHAPTER 4	CADRE POSITION OF TNC STAFF
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4.1.0 Station-wise cadre position of TNC staff:

Sr. No.	Station	GP-4200			GP-2400			GP-1900		
		SS	OR	Vac.	SS	OR	Vac.	SS	OR	Vac.
1.	Control Office, BKN	12	10	2	9	9	0	1	1	0
2.	SS/BKN	4	2	2	0	0	0	0	0	0
3.	SS/BNW	4	4	0	0	0	0	0	0	0
4.	CMS Lobby BNW	4	0	4	0	0	0	0	0	0
5.	SS/STD	1	0	1	0	0	0	0	0	0
6.	SS/HSR	4	3	1	0	0	0	0	0	0
7.	CMS Lobby HSR	4	0	4	0	0	0	0	0	0
8.	SS/HMH	4	3	1	0	0	0	0	0	0
9.	SS/SGNR	3	2	1	0	0	0	0	0	0
10.	SS/SOG	4	4	0	0	0	0	0	0	0
11.	CMS Lobby SOG	4	0	4	0	0	0	0	0	0
12.	SS/LGH	4	2	2	0	0	0	0	0	0
Total		52	30	22	9	9	0	1	1	0

5.0.0	Deployment, Workload & Critical Analysis of TNCs staff:
5.1.0	SS RLY. STN., BHIWANI:
5.1.1	Cadre: SS=04, OR=04, Vac.=0
5.1.2	<p>Deployment, Duties & Present Work load:</p> <p>CTNC-03 and STNC-01: 04 staff are deputed with SS/Outdoor/BNW. 03 staff performs duty in three shifts i.e. 00.00 to 00.08, 08.00 to 16.00 and 16.00 to 24.00 hours. 01 TNC staff is used as LR/RG. During their duty hours they performs following work:</p> <ol style="list-style-type: none"> 1. They maintain Goods Train Register. It holds information about source and destination station, guard summary and status (loaded/empty), details Break Power Certificate and diesel particulars. On an average, information of 06 to 07 Goods trains/day is recorded in this register. These collected information relayed to control office, Bikaner for further reference. 2. They check Guard summary, issue placement memo, maintain inward register & wagon exchange register for 10 to 12 rakes per month loaded for each Bhiwani City and Bhiwani POL. 3. Receiving summary of 15 pairs of passenger trains in a day from COIS and physically verifying the same and receiving Guard summary of these trains. If any difference is noticed, it is inform to the control office, Bikaner as well corrected in the COIS. <p>Along with these staff also manned the CMS lobby as well and they perform following work for CMS lobby:</p> <ol style="list-style-type: none"> 1. Manually signing off of running staff for 10 Goods trains. 2. Prepared Traffic Advise for 15 pairs per day of schedule trains and 25 to 30 goods train per day. 3. Breathe analyzer testing of Guard & Loco Pilots on arrival from RE/HSR HQ for working at BNW. 4. Receiving and relaying of messages to control office, Bikaner. 5. Any other work assigned by higher officials. <p>Observation: As Bhiwani is a junction station connecting to 03 sidings and few passengers trains also terminate at this station. Therefore, related work is performed by the TNC staff. Although BNW itself is not HQ of Guards and Crew cadre however Guards and Crew coming from HSR and RE HQs are managed by CMS lobby.</p> <p>After introduction of the COIS and FOIS there is not much work left behind to</p>

	<p>perform by the TNC staff. Only needful corrections are done by them in the system. Most of the information is already available in the COIS and FOIS so the same can be checked by the Control Office, Bikaner there only. There is no need to relay the information already available on the system.</p> <p>There is no significance work with CMS lobby as Guards and Crew are not posted at Bhiwani.</p> <p>Thus, TNC staff working with SS/Outdoor/BNW are managing both the activities smoothly and efficiently. These all the fours posts of TNC staff with SS/Outdoor/BNW have been considered justified.</p>
5.2.0	CMS LOBBY, BHIWANI:
5.2.1	Cadre: SS=04, OR=04, Vac.=0
5.2.2	<p>Deployment, Duties & Present Work load:</p> <p>Lobby Operator-02: Presently CMS lobby is being manned by TNC staff working with SS/Outdoor. There is no TNC staff is posted at CMS lobby against the sanctioned cadre 04. Mechanical department has deputed two staff at their end to manned the CMS lobby. Out of these two staff of mechanical department 01 staff is on sick since long and another is working from 13.05.2016 in Mechanical branch at DRM office Bikaner. Thus, physically no staff of mechanical department is present in the CMS lobby.</p> <p>CMS lobby is being operated at Bhiwani since long and it is being smoothly operated by the TNC staff with SS/Outdoor/Bhiwani.</p> <p>Observation: Bhiwani is not HQ of running staff but due to termination of passenger trains at the station and connecting three sidings for movement goods train, signing on and signing off activities is being performed by the running staff. On an average staff for 10 Goods train sign off and sign on at Bhiwani station.</p> <p>In absence of the HQ of the running staff. There is no significant work lie with the CMS lobby. Hence in absence of CMS lobby staff, CMS lobby is being smoothly operated by the TNC staff with SS/Outdoor/BNW along with work already assigned to them.</p> <p>Looking at the insignificant workload of CMS lobby, there is no requirement of separated staff and it should be manned by the TNC staff with SS/Outdoor/BNW only as presently they are doing.</p> <p>Hence, all the 04 posts TNC with CMS lobby, Bhiwani have been considered surplus and advised to surrender forth with.</p>
5.3.0	SS RLY. STN., SATROD (STD)

5.3.1	Cadre: SS=01, OR=0, Vac.=1
5.3.2	<p>Deployment, Duties & Present Work load: Vacant from 31.01.2017.</p> <p>Block rake register, wagon exchange register and summary is prepared for on an average one rake per day. At present this work is being performed by on duty SS/SM.</p> <p>Observation: Administration has already sanctioned 03 posts of SS/Outdoor and work of booking passengers has also been transferred to commercial staff. Hence, the existing work which is being performed by the on duty SS/SM can be easily performed by the SS/Outdoors.</p> <p>Hence, 01 vacant post of TNC at STD has been considered surplus and advised to surrender forthwith.</p>
5.4.0	SS RLY. STN., HISAR (HSR)
5.4.1	Cadre: SS=04, OR=04, Vac.=0
5.4.2	<p>Deployment, Duties & Present Work load:</p> <p>CTNC=01: He performs duty in shift 04.00–12.00 hours. He prepares Daily Pre-departure SS position; POL position, monthly statement PCDO, Diesel Detention Statement and 03 days work in roster to give rest.</p> <p>CTNC=03: 03 staff are deputed with SS/Outdoor/HSR. They perform duty in three shifts i.e. 00.06 to 00.14, 14.00 to 22.00 and 22.00 to 06.00 hours.</p> <p>During their duty hours they performs following work:</p> <ol style="list-style-type: none"> 1. They collect and hand over load report and summary from/to Crew and Guards of average 20 Goods trains per day and 50 schedule trains per day. This information is also relay to Control Office, Bikaner. 2. They maintain inward wagon exchange register for four different directions. On average information of 15–20 trains per day is entered in these registers. 3. They maintain POL placement register and vehicle guidance register. On an average, information of 04–05 rakes per month is entered in these registers. 4. They also maintain Diesel Detachment register as well Attachment–Detachment register. 5. They receive print of summary from the system. <p>Observation: This has been informed by the SS that construction of washing line and sick line has been started at HSR station. To Keep record of sick coaches and washing trains one TNC is required.</p> <p>As such most of the work of TNC staff has already been shifted over the COIS</p>

	and FOIS and they have to correct the difference only. Therefore even after installation of washing and sick line, there will not be required any additional staff. Existing 04 posts of TNC staff are sufficient to meet out with the workload. Hence, all the 04 posts with SS/Outdoor/HSR have been considered justified.
5.5.0	CMS LOBBY, HISAR (HSR)
5.5.1	Cadre: SS=04, OR=0, Vac.=04
5.5.2	<p>Deployment, Duties & Present Work load:</p> <p>CMS lobby is being operated by the mechanical staff since beginning and these sanctioned posts of 04 CTNC are lying vacant since beginning only.</p> <p>Observation: There is sanctioned cadre of 08 Lobby operators of Mechanical department, out of which 06 staff are on roll and 02 posts are lying vacant.</p> <p>The work of CMS lobby is being performed smoothly by existing strength of lobby operators. Hence, there is no additional requirement of man power at CMS lobby, Hisar. All the 04 posts of CMS lobby, HSR have been considered surplus and advised to surrender forthwith.</p>
5.6.0	SS RLY. STN., SRIGANGANAGAR (SGNR)
5.6.1	Cadre: SS=03, OR=02, Vac.=1
5.6.2	<p>Deployment, Duties & Present Work load:</p> <p>CTNC=02: 02 staff are deputed with SS/Outdoor/SGNR. They perform duty in two shifts i.e. 08.00 to 20.00 and 20.00 to 08.00 hours. During their duty hours they performs following work:</p> <ol style="list-style-type: none"> 1. They prepare summary for average 05 Goods train per month originating from the station and for 09 daily, 02 weekly and 01 thrice a week passenger train originating from SGNR. 2. They issued placement memo for inward Goods trains and also maintain wagon exchange register for the same. 3. They also maintain Diesel/Coach Detachment register as well Attachment–Detachment register. 4. Preparing yard position once in a day i.e. at 06.00 hours in the morning. 5. They feed above information in COIS. 6. They receive print of summary from the system and filing of the same for future reference. <p>Observation: TNCs at SGNR station are performing work in El roster. Although quantum of work is less but as such from the SGNR station certain passenger trains are originating and during their maintenance coaches are attached and</p>

	detached as per requirement, which change the formation of rake and altered formation is required to feed in COIS as summary. Therefore, 02 posts of TNC staff in EI roster are justified. LR/RG for these 02 staff should be managed through 01 post of LR/RG at SOG station. Hence, 02 posts of TNC at SGNR station have been considered justified and 01 post of TNC has been considered surplus.
5.7.0	SS RLY. STN., HANUMANGARH (HMH)
5.7.1	Cadre: SS=04, OR=03, Vac.=1
5.7.2	<p>Deployment, Duties & Present Work load:</p> <p>CTNC=03: 03 staff are deputed with SS/Outdoor/HMH. They perform duty in three shifts i.e. 00.00 to 08.00 hours, 08.00 to 16.00 hours and 16.00 to 24.00 hours. During their duty hours they performs following work:</p> <ol style="list-style-type: none"> 1. Taking load report of 10 passenger trains per day passing from HMH and replaying it to the Control office, Bikaner. 2. Taking load report of 26 Goods trains per day passing from HMH and relaying it to the Control office, Bikaner. 3. Receiving wagon numbers, issuing placement memo, maintaining wagon exchange register of average 05 Goods trains per month. 4. Maintaining Diesel detachment and attachment register. 5. Preparing yard position once in a day i.e. at 06.00 hours in the morning. 6. Preparing monthly PCDO– Diesel and coach detention details. 7. Feeding above information in the COIS. 8. Wagon Census once in a year. <p>Observation: As such there is no originating passenger train at HMH station and only 10 passenger trains are passing from HMH station whose summary and load report is already available in the COIS. Receiving and relaying load report of train is nothing more than repetition of work. Similarly average only 05 Goods trains are loaded per month, whose summary is required to prepare and relay; however there is no requirement of feeding of load report of average 26 Goods train passing from HMH station as these are already available in FOIS.</p> <p>Preparing Diesel and coach detention is a regular process and summary of the same is in clubbed in PCDO.</p> <p>Most of the work being performed by the TNC staff at HMH is repetition of information already available in COIS and FOIS and even if any confirmation of the same is required then these information can be received from TNC staff of SOG station. Average 05 rakes per month of Goods train are originating from HMH station. Feeding of required information in the FOIS can be managed with ease by Dy. SS (Outdoor)/HMH in addition to existing work. Hence, all the 04 post (01 vacant) posts of TNC staff at HMH have been considered surplus</p>

	and advised to surrender forthwith.
5.8.0	SS RLY. STN., SURATGARH (SOG)
5.8.1	Cadre: SS=04, OR=03, Vac.=1
5.8.2	<p>Deployment, Duties & Present Work load:</p> <p>CTNC=03: 03 staff are deputed with SS/Outdoor/SOG. They perform duty in three shifts i.e. 06.00 to 14.00 hours, 14.00 to 22.00 hours and 22.00 to 06.00 hours. During their duty hours they performs following work:</p> <ol style="list-style-type: none"> 1. Receiving Load Report of 10 passenger and 08 to 10 Goods trains/day. 2. Preparing summary of average 40 military trains per year. 3. Receiving wagon numbers, issuing placement memo and maintaining wagon exchange register for average 05 Goods trains per month. 4. Preparing summary of 03 trains originating from SOG station. 5. Preparing yard position once in a day i.e. at 06.00 hours in the morning. 6. Doing process of registration, stock management and classification in term of "ODC". 7. Feeding above information in the COIS. 8. Wagon Census once in a year <p>Observation: In view of the existing workload and any additional workload on account of withdrawal of TNC staff from HMH station. All the 04 posts of TNC staff at SOG have been considered justified. 03 TNC staff will work round the clock in shift and 01 TNC staff may be use as LR/RG for SOG as well as for SGNR. Hence, all the 04 posts of TNC staff at SOG are justified.</p>
5.9.0	CMS LOBBY, SURATGARH (SOG)
5.9.1	Cadre: SS=04, OR=0, Vac.=04
5.9.2	<p>Deployment, Duties & Present Work load: At present CMS lobby, SOG is being managed by Mechanical department. TNC staff has not been posted there since long. All the 04 sanctioned posts are lying vacant.</p> <p>Observation: During the visit of Work Study Team at CMS Lobby, Suratgarh; it has been observed that at present there is sanctioned cadre of 04 Lobby Operators and 04 Crew Controller against which 04+04=08 staff is working. There working is being monitored by Chief Controller.</p> <p>There is HQ of 14 Loco Pilots, 09 Assistant Loco Pilots and 10 Guards. Along with there is running room, consist of 16 rooms and 60 beds. Average Bed occupancy of running room is 35 beds each day.</p> <p>This running room is being maintained by separately sanctioned 14 staff.</p> <p>Chief Crew Controller had agreed that existing lobby staff is sufficient to meet out with the workload and there is no requirement of separate staff from traffic</p>

	<p>department.</p> <p>It is existing guideline also that all the CMS lobbies will be going to manned by Mechanical Department only.</p> <p>In view of above all the 04 vacant posts of TNC staff at CMS Lobby, Suratgarh have been considered surplus and advised to surrender forthwith.</p>
5.10.0	SS RLY. STN., LALGARH (LGH)
5.10.1	Cadre: SS=04, OR=02, Vac.=02
5.10.2	<p>Deployment, Duties & Present Work load:</p> <p>CTNC=02: 02 staff are deputed with SS/Outdoor/LGH. They perform duty in two shifts i.e. 16.00 to 24.00 hours and 00.00 to 08.00 hours. During their duty hours they performs following work:</p> <ol style="list-style-type: none"> 1. Receiving Load Report of 09 passenger trains and 20 to 22 Goods train per day. 2. Receiving wagon numbers, issuing placement memo and maintaining wagon exchange register for average 07-08 Goods trains per month. 3. Receiving and handing over of 08-10 wagon/ month for condemnation. 4. Releasing and placement of 05-07 wagon per day in Workshop. 5. Preparing summary of 03 trains originating from LGH station. 6. Preparing yard position once in a day i.e. at 06.00 hours in the morning. 7. Feeding above information in the COIS. 8. Wagon Census once in a year <p>Observation: Feeding of load report is repetition of work. Away from that there is very limited scope of work for TNC staff. Thus, there is effective workload which can be easily handled by 02 TNC staff by application of EI roster. Rest and leave for these staff should be managed through LR/RG in TNC cadre at Bikaner station.</p> <p>In view of above, 02 posts of TNC staff at Lalgargh station have been considered justified and 02 posts of TNC staff have been considered surplus and advised to surrender forthwith.</p>
5.11.0	SS RLY. STN., BIKANER (BKN)
5.11.1	Cadre: SS=04, OR=02, Vac.=02
5.11.2	<p>Deployment, Duties & Present Work load:</p> <p>CTNC=02: 02 staff are deputed with SS/Outdoor/LGH. They perform duty in three shifts i.e. 06.00 to 14.00 hours, 14.00 to 22.00 and 22.00 to 06.00 hours. During their duty hours they performs following work:</p> <ol style="list-style-type: none"> 1. Preparing, VG, rack formation, modification of trains, load report, prepare

	<p>memo for PRS, summary and print the summary of 08 trains originating from BKN station.</p> <ol style="list-style-type: none"> Physical verification and on arrival status update on COIS system of 08 terminating trains at BKN station. Receiving Load Report of 08 passenger trains train per day. Received, filed and inform to control office/BKN of coach sick and fit memo and fed in system. Receiving wagon numbers, issuing placement memo and maintaining wagon exchange register for average 05–06 Goods trains per month. Preparing yard position once in a day i.e. at 06.00 hours in the morning. Wagon Census once in a year <p>Observation: TNCs at BKN station are performing work in three shifts. At BKN station most of passenger trains are originating/terminating and during their maintenance coaches are attached and detached as per requirement, which change the formation of rake and altered formation is required to feed in COIS as summary. Therefore, 03 posts of TNC staff in three shifts and 01 post for LR/RG at BKN station are justified. Hence, 04 posts of TNC at BKN station have been considered justified.</p>
5.12.0	CONTROL OFFICE (DRM OFFICE), BKN:
5.12.1	Cadre: SS=22, OR=19, Vac.=03
5.12.2	Deployment, Duties & Present Work load:
5.12.2.1	<p>Coach Operation Information System:</p> <p>CTNC=03: 03 staff are deputed with control office, BKN on COIS. They perform duty in three shifts i.e. 06.00 to 14.00 hours, 14.00 to 22.00 and 22.00 to 06.00 hours. During their duty hours they performs following work:</p> <ol style="list-style-type: none"> Updating data for 72 (26+22+24) trains daily in these shifts i.e. – arrival & departure time of trains at various stations, attachment/ detachment of coaches/powers in different COIS applications. Receiving coaching messages & dispatched to concern officials and relaying messages to HQ Approx. 2–3 coaching messages sent daily in this shift to HQ office & Railway Board. Take guard troll position of all trains from guard by telephone and entries updates on register. Updates 1–2 positions daily in this shift on system i.e– block, Cr, bursting & etc. Preparing unusual S&T failures details for the conference at 10.00 hours.

	<p>7. Performing 2–3 miscellaneous work daily in this shift i.e. line clear, crew accounts, etc.</p> <p>Observation: Work assigned to staff deputed at COIS is less similarly work assigned to staff deputed for General Advice is also very less thus it is advised that the work of both the seats should be merged. As it is essential to update the COIS with regular time interval therefore 03 posts of CTNC performing work here with additional workload which is being performed by General Advice currently, have been considered justified. 03 staff working at General Advice have been considered surplus and advised to surrender forthwith.</p>
5.12.2.2	<p>General Advice:</p> <p>CTNC=03: Staff are deputed with control office, BKN on General Advice. They perform duty in three shifts i.e. 06.00 to 14.00 hours, 14.00 to 22.00 and 22.00 to 06.00 hours. During their duty hours they performs following work:</p> <ol style="list-style-type: none"> 1. They assist Dy. CHC/Operation in day to day working. 2. Receive following positions– <ol style="list-style-type: none"> i) Coaching failure. ii) Punctuality. iii) Total number of Goods trains. iv) Foreign interchange failure. v) Crew account detention. vi) Yester day and today loading. vii) Line clear account detention. 3. Maintain following register: <ol style="list-style-type: none"> i) Interchange register. ii) Block position register. iii) Fog position register. iv) Line clear detention register v) Inward Message register. vi) LSR position. 4. Send complete operating position which includes–line position, train running position, crew position to concern officers on mobile through whatsapp. <p>Observation: Work assigned to staff deputed at COIS is less similarly work assigned to staff deputed for General Advice is also very less thus it is advised that the work of both the seats should be merged. As it is essential to update the COIS with regular time interval therefore 03 posts of CTNC performing work</p>

	here with additional workload which is being performed by General Advice currently, have been considered justified. 03 staff working at General Advice have been considered surplus and advised to surrender forthwith.
5.12.2.3	<p>Freight Operation Information System:</p> <p>CTNC=03: 03 staff are deputed with control office, BKN on FOIS. They perform duty in three shifts i.e. 06.00 to 14.00 hours, 14.00 to 22.00 and 22.00 to 06.00 hours. During their duty hours they performs following work:</p> <ol style="list-style-type: none"> 1. Handing over & taking over charge. 2. Formation of Goods train i.e. feeding of wagon numbers, diesel number, Guard and Crew details etc. 3. Preparing diesel position, forecast, kms, yard balance etc. 4. Preparing rake wise interchange position, station wise stock stabling position, invoice detail, area-wise loading/unloading, commodity-wise demand position and stock holding position. 5. Informing load on run position to MIGK, MG PJ, STPB & STD. 6. Preparing interchange operation position for interchange points-DLI/KJW, DLI-ROK, UMB/BTI, UMB/HSR, JU/RTGH, JU/PLCJ, JU/BKN and JU/RE. 7. Manual feeding to prepare following position on daily basis: <ol style="list-style-type: none"> i) Detention position on crew account. ii) Detention hours. iii) Detention of train on account of line clear. iv) Detention of train on account of en-route crew change. v) Diesel Detention vi) Detention on account of Engineering Block. vii) Stabling position viii) Stable for more than 24 hours. ix) Stable for less than 24 hours. x) Put back of Train Advise position. xi) Interchange short fall. xii) Failure position of FOIS/COIS/TMS/RMS. 8. Sending all above position to HQ. 9. Receiving and relaying messages received from HQ. <p>Observation: It has been observed that the staff performing work in shift 22.00 to 06.00 hours has additional workload of preparing reports for morning position along with operation of FOIS. Thus, it is being advised that the staff</p>

	<p>deputed in shift 02.00 to 10.00 hours for preparing punctuality position, is collecting hard copies of various morning positions. These positions are already being sent through e-mail, which is repetition of work. Thus, sending hard copy of morning position is a futile exercise; this should be stopped immediately and saved man hours should be used to assist the staff performing duty at FOIS in shift 22.00 to 06.00 hours. All the 03 CTNCs staff working at FOIS in shift duties are justified.</p>
5.12.2.4	<p>Punctuality Position:</p> <p>CTNC=01:He is deputed in shift 02.00 to 10.00 hours and performs following work:</p> <ol style="list-style-type: none"> 1. Receive punctuality position from COIS and FOIS. 2. Feed these details in 08 different registers. 3. Prepare morning position by in-clubbing following reports: <ol style="list-style-type: none"> i) Punctuality position of:–Goods/Coaching, Loco, C&W, S&T and Engg. ii) Crew position. iii) More than one hour (CMS). iv) Position of HSD oil. v) Multiple position of loco. vi) Forecast of Goods trains. vii) Train–wise interchange position of previous day. viii) 24 hrs.rake position (empty/under release/under loading/outward). ix) Wagon Balance x) VP position xi) Average Speed (FOIS) 4. Prepare any punctuality related information demanded by the higher officials. 5. Receiving and filing periodical failure position (10 days). 6. Preparing monthly position, which includes: <ol style="list-style-type: none"> i) Equipment failure. ii) Diesel failure iii) Late running passenger & M/Exp trains iv) Cancelled/partially cancelled trains v) PALM punctuality losses trains vi) Special trains

	<p>vii) NLT position</p> <p>Observation: He performs the compilation work of different positions for preparing morning position for officers. He collects the above positions from various departments working in the control and punches these together.</p> <p>It has been observed that all the reports of morning position are already being e-mailed to concern officers. All the concern officers are already using computer system/laptop/tablets to fetch this information on figure movement. Thus, compiling and sending hardcopies of the same reports is nothing more than repetition of work and wastage of stationary. Thus, sending morning report in hardcopy should be stopped immediately and save man hours should be used to assist the staff working on FOIS in shift 22.00 to 06.00 hours, who prepare reports for morning position in addition to routine operation work of FOIS.</p>
5.12.2.5	<p>Official work:</p> <p>CTNC=01: 01 staff is deputed for office work, he perform duty in 10.00 to 18.00 shift. During their duty hours they performs following work:</p> <ol style="list-style-type: none"> 1. Maintained attendance register, staff roster and establishment work of staff. 2. Prepare store indent, collect and distribute stationary items to staff. 3. Maintained office records and correspondence with other offices. 4. Maintained imprest and FE for riffling. <p>Observation: The above work assigned to TNC staff is not at all related to his duty list. This work should be shifted to Ministerial staff. One (01) TNC staff working here has been considered surplus and advised to surrender forth with.</p>
5.12.2.6	<p>PCDO/MCDO and statistics position:</p> <p>CTNC=01: 01 staff is deputed for office work, he perform duty in 10.00 to 18.00 shift. During their duty hours they performs following work:</p> <ol style="list-style-type: none"> 1. He prepared PCDO and maintained data related to PCDO and other miscellaneous work. 2. He works as LR/RG for the TNC staff. <p>Observation: Preparing data related to PCDO is a periodical exercise of 3–4 days and for this work a separate staff cannot be engaged. The work load for the remaining period of the month is insignificant to him. Thus, he should be assigned additional work along with the existing responsibility.</p>
5.12.2.7	<p>DRM Position:</p> <p>CTNC=01: This staff is deputed in shift 02.00 to 06.00 hours to prepare following positions on the computer system:</p> <ol style="list-style-type: none"> 1. Summary of Engineering, RVNL and other blocks and this position is sent

	<p>to FOIS through e-mail.</p> <ol style="list-style-type: none"> 2. TTM performance for GM features. 3. Control failure detail for GM features. 4. S&T failure detail 5. GM special register 6. ER position 7. Four different 8. Six page report is prepared with multiple report: <ol style="list-style-type: none"> i) Page 01: Loading detail: Includes yesterday loading position and forecast, Coal loading, Out-standing demand & Coal rake position ii) Page 02: Yesterday loading, Daily Detention & Yesterday Interchange iii) Page 03: Jumbo/Box position iv) Page 04: Wagon holding v) Page 05/06: Outward/Inward military stock. <p>Observation: Staff deputed here is required to collect and compile the information desired to prepare above report so it requires. Although workload to staff is a bit less but as such preparation of above position requires synchronization with different departments and accuracy of data, therefore it needs to put additional efforts by the staff. Hence, this 01 post of CTNC for preparing DRM position considered justified.</p>
5.12.2.8	<p>Coaching Stock Report:</p> <p>CTNC=01: This staff performs duty in 04.00 to 10.00 hours shift and responsible for overall stock management. For which he prepare following positions:</p> <ol style="list-style-type: none"> 1. Over all coaching position of 08 depots, namely– BKN, LGH, SGNR, BNW, HSR, SOG, HMH & SSA. 2. Daily stock position of these depots is received through telephone. 3. Type of coaches like LHB, EOG, ICF, CBC with number, base and return date is received. 4. Position of RA-21 and 136. 5. On hand VP position. 6. Mela Special train position. 7. ART stock position at LGH, CUR & Medical Van stock position at SOG. 8. Position of foreign Railway Coaches 9. C&W sick stock position

	<p>10. Electric account sick stock position</p> <p>11. Coaches are to be sent for POH.</p> <p>12. IOH due coaches</p> <p>13. Short rake position of Division/Foreign Railway</p> <p>14. Temporary Augment position</p> <p>15. Extra coach position</p> <p>16. Summary of POH</p> <p>17. Foreign coach running in Bikaner division</p> <p>18. Inter division coach position of Bikaner division</p> <p>19. MG–Workshop position.</p> <p>20. MG CSR</p> <p>21. BG VP on hand position</p> <p>22. Piecemeal VP indent & stock position</p> <p>23. Extra trains detail</p> <p>24. BG attaching & detaching</p> <p>Observation: The staff deputed here is responsible for overall coaching stock management. Any position regarding coaching stock management desired by higher official is prepared by him. This helps in formation of regular and special trains as well in regular and periodical maintenance of coaches. There is sufficient workload with this staff, hence 01 staff of CTNC is justified for preparing various coaching stock reports.</p>
5.12.2.9	<p>Goods Chart:</p> <p>CTNC=01: This staff is deployed to perform work in shift 02.00 to 10.00 hours. He is responsible for preparing following information:</p> <ol style="list-style-type: none"> 1. Receive data regarding goods train from 10 interchange points and match these data with FOIS report. 2. Prepare stock balance holding. 3. Prepare Military stock holding. 4. Verifying piecemeal stock from control boards. 5. Preparing Wagon Turn Round and progressive holding 6. Prepare rake on hand position. 7. Sent above position to officer concern in division and to HQ. 8. Maintain chart figure register <p>Observation: The information being prepared by the staff is already available</p>

	on the FOIS. Thus, it is nothing more than repetition of the work. This staff having no significant work to perform. Thus, this staff has been considered surplus and advised to surrender forth with.
5.12.2.10	<p>Military Position :</p> <p>CTNC=01: This staff is deployed to perform work in shift 02.00 to 10.00 hours. He is responsible for preparing following information:</p> <ol style="list-style-type: none"> 1. PU statement 2. Maintain Military stock position over the division. 3. Prepared at a glance position at 07.00 hours. 4. Prepared Advance plan for military movement. 5. Goods pre departure from six locations and relay to HQ 6. Military stock position is relayed to HQ & Military Railway at 09.00 hrs. 7. Collect data and prepared PCDO. 8. Prepared Monthly pre statement invoice. <p>Observation: The work assigned to this staff is seasonal. Military Specials are operated mainly in 02 months during the winter and 02 months in the summer. Thus, in the slack period additional workload may be assigned to this staff. With additional workload deployment of this 01 staff of CTNC is justified.</p>
5.12.2.11	<p>LR/RG: 16 TNC staff have been deployed at various locations of control office against which 05 staff are required as LR/RG, thus there is need of 21 TNC in cadre, however existing sanctioned cadre of TNCs at Control Office, Bikaner is 22 against which 19 staff are working and 03 posts are vacant.</p> <p>During work study, it was found that 12 TNC staff are sufficient to meet out with the existing workload and 05 TNC staff should be used as LR/RG. Thus, cadre of 17 staff will be sufficient in total. 05 TNC staff from the cadre of control office, Bikaner have been considered surplus and advised to surrender forthwith.</p>

CHAPTER 6	CRITICAL ANALYSSIS, SUMMARY OF SURPLUS POSTS & RECOMMENDATIONS
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6.1.0 Critical Analysis:

As per ED (Trg.&MPP) of Railway Board DO No.–E(MPP)/2006/1/89, dated–04.10.2016, the TNC staff category is considered as diminishing category. After introduction of FOIS, COIS, COA, TMS & other software for train operation manual efforts have been reduced drastically. The desired information and statistics are available with one click only.

The work load of TNC staff working over Bikaner division has been observed and analyzed as described under **para no.5.1.0 to 5.12.0**. No yard stick, Benchmarking or any other guidelines regarding the requirement of manpower were made available by department nor are available with work study cell; therefore, the requirement of manpower was computed based on spot observations, critical examination of work and discussions at various levels.

In a close observation of work being performed by TNC staff in control office, Bikaner it was noticed that there is repetition of collection and relay of information. **On calculation of work load with certain changes in working procedure cadre of 17 staff found sufficient to meet out with need of existing workload. Thus 05 posts of TNC staff are found surplus and advised to surrender forthwith.**

Sanctioned cadre for CMS lobby at BKN, HSR & SOG is **4+4+4=12**, however on roll staff at all these locations is Nil as CMS lobbies are being manned by Mechanical staff and work is being performed efficiently & smoothly. **Thus all 12 sanctioned posts of TNC staff are considered surplus and advised to surrender forthwith.**

At STD 03 out-door station master (01 SM in each shift) have already planned to post, thus considering the workload there is no requirement of TNC staff. **Hence this 01 post of STD has been considered surplus & advised to surrender forthwith.**

In absence of significant work at HMH, **all the 04 posts of TNC staff with SS/HMH considered surplus and advised to surrender forthwith.**

Due to less number of originating trains and Goods traffic, it is being advise to implement EI/broken roster at SGNR and LGH for TNC staff. **Thus 02 posts at LGH and 01 Post of SGNR of TNC staff have been considered surplus and advised to surrender forthwith.**

Thus out of sanctioned cadre of 62 TNC staff, 37 TNC staff is found sufficient to meet out with workload and 25 TNC staff are found surplus and advised to surrender forthwith.

6.2.0 Summary of surplus posts:

Sr. No.	Name of Unit	SS	OR	Vac.	Prop. cadre	Surplus
1.	Control Office, BKN	22	19	3	17	5
2.	SS/BKN	4	2	2	4	0
3.	SS/BNW	4	4	0	4	0
4.	CMS Lobby BNW	4	0	4	0	4
5.	SS/STD	1	0	1	0	1

6.	SS/HSR	4	3	1	4	0
7.	CMS Lobby HSR	4	0	4	0	4
8.	SS/HMH	4	3	1	0	4
9.	SS/SGNR	3	2	1	2	1
10.	SS/SOG	4	4	0	4	0
11.	CMS Lobby SOG	4	0	4	0	4
12.	SS/LGH	4	2	2	2	2
Total		62	39	23	37	25

6.3.0 Recommendations:

6.3.1 Recommendation No.-1: There is total cadre of 62 TNC staff under Operating Department of Bikaner division. After thorough analysis of workload of individual staff and consideration of other recommendation by coordinator and field staff, Work Study Team came to conclusion that 37 staff is sufficient to meet out with the existing workload of operating department over Bikaner division. 25 posts out of which 22 posts are vacant considered surplus and advised to surrender forthwith for optimization and right sizing of the staff.

6.3.2 Recommendation No-2: It has been observed that controllers are performing their work with assistance of TNC staff. Possibility of merging of TNC staff with controller should be explored. This will improve overall man power efficiency of the office. This model is successfully opted in the Control office of HQ office, NWR, Jaipur.

6.3.3 Recommendation No-3: It is recommended that COIS terminal may be provided with PRS office, Bikaner & other PRS charting stations of Bikaner division and C&W depot, Bikaner. So that PRS staff can check the coach composition of train on COIS as per requirement and C&W staff may do needful correction of detachment/attachment of coaches in the composition. This will reduce the unnecessary correspondence of TNC staff with these offices at Bikaner division.

CHAPTER 7	DISCUSSIONS AT OFFICER'S LEVEL
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7.1.0 Discussion at officer's level:

Minutes of Meeting held in the Chamber of Sr. DOM/BKN on 10.05.2018

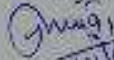
1. The recommendations of work study were briefed to Sr. DOM/BKN on 12.04.2018.
2. It was informed that in the Work Study Report 37 posts of TNC staff have been considered sufficient to meet out with the existing workload of Bikaner Division and 25 posts (23 vacant posts) have been considered surplus and advised to surrender forth with.
3. On 12.04.2018 Sr. DOM/BKN has agreed upon to consider 13 posts of TNC, which are CMS Lobby BNW-04, CMS Lobby HSR-04, CMS Lobby SOG- 04 and SS/STD-01. However, it was desired to review the recommendation for surplus staff at Control Office/BKN, SS/HMH, SS/SGNR and SS/LGH.
4. In discussion with Chief Controller/BKN 19 posts of TNC staff were considered sufficient to meet out with the need thus instead of 05 posts, 03 posts of TNCs considered surplus from Control office, Bikaner.
5. After observation it was recommended by AOM(G)/BKN that there is no need of TNC staff at Hanuman Garh station. Thus, 04 posts of TNC staff at HMH have been considered surplus.
6. However, looking at the exiting need of work no post have been considered surplus from SGNR and LGH.
7. Thus in total 20 posts of TNC staff have been considered surplus and agreed upon to surrender.

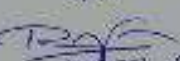
10/05/18

Sr. DOM/BKN

AOM(G)/BKN
10/05/18

Work Study Inspectors:

i) 
10/05/18

ii) 
10/05/18

Departmental Coordinator

i) 
10/05/18

8.1.1 In a meeting with Sr. DOM/BKN on 12.04.2018 and 10.05.2018 the requirement of the staff was reviewed. In the proposed cadre 02 posts at Control office/BKN, 01 post at SGNR and 02 posts at LGH are additional demanding by department. After considering views of Sr.DOM/BKN, revised summary of surplus posts and recommendations are given below:

8.1.2 Revised Summary of surplus posts:

S.N.	Name of Unit	SS	OR	Vac.	Prop. cadre	Surplus
1.	Control Office, BKN	22	19	3	19	3
2.	SS/BKN	4	2	2	4	0
3.	SS/BNW	4	4	0	4	0
4.	CMS Lobby BNW	4	0	4	0	4
5.	SS/STD	1	0	1	0	1
6.	SS/HSR	4	3	1	4	0
7.	CMS Lobby HSR	4	0	4	0	4
8.	SS/HMH	4	3	1	0	4
9.	SS/SOG	4	4	0	4	0
10.	CMS Lobby SOG	4	0	4	0	4
Total		55	35	20	35	20

8.1.3 Revised Recommendation:

8.1.3.1 **Recommendation No-1:** There is total cadre of 62 TNC staff under Operating Department of Bikaner division. After thorough analysis of workload of individual staff and consideration of other recommendation by coordinator and field staff, Work Study Team came to conclusion that **42 posts of TNC staff are sufficient to meet out with the existing workload of operating department over Bikaner division.** 20 vacant posts are considered surplus and advised to surrender forthwith for optimization and right sizing of the staff.

9.1 Summary of recommendations is as follows:

Sr. No.	RECOMMENDATIONS	Para no.	Accepting/ Implementing Authority
1.	Recommendation No.-1: As discussed in Para no.7.1.3, the bare requirement of TNC staff comes out 42 against a sanctioned strength of 62 to deal with the present workload of TNC staff in Operating Department over Bikaner division. Thus, 62-42=20 posts (22 vacant posts) are in excess to the requirement. The work study team recommends surrendering these 20 posts forthwith.	8.1.1	DRM/BKN
2.	Recommendation No-2: It was observed that in absence to sufficient computers, printers, scanners and net connection at stations, staff is unable to give optimum output. Therefore, it is recommended to provide these resources to operating branch and at stations, this will help to increase the efficiency of staff.	6.3.2	
3.	Recommendation No-3: It is recommended that COIS terminal may be provided with PRS office, Bikaner & other PRS charting stations of Bikaner division and C&W depot, Bikaner. So that PRS staff can check the coach composition of train on COIS as per requirement and C&W staff may do needful correction of detachment/attachment of coaches in the composition. This will reduce the unnecessary correspondence of TNC staff with these offices at Bikaner division.	6.3.3	

10.1 FINANCIAL IMPLICATIONS:

With the proposal for surrender of **20 posts** of Train Clerks of operating Department over Bikaner Division. The recurring savings per annum in money value amount is given as below:-

Sr. No.	Category	Pay Matrix		Mean Pay	DA 5%	Total Pay	No. of posts	Total saving per month (Rs.)	Total saving per year (Rs.)
1	CTNC	35400	112400	73900	3695	77595	10	775950	9311400
2	HTNC/ Sr. TNC	25500	81100	53300	2665	55965	09	503685	6044220
3	TNC	19900	63200	41550	2077	43627	01	43627	523524
Total							20	1323262	15879144

Total savings of **20 surplus posts** is Rs. **158.79 lakhs per annum** approximately.