

No. WSSR - 691819 / 2018-19

WORK STUDY TO REVIEW
THE STAFF STRENGTH AT
GM/ST/MAS & TPJ

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SOUTHERN RAILWAY

PLANNING BRANCH

G.275/WSSR- 691819/2018-19

WORK STUDY TO REVIEW
THE STAFF STRENGTH AT
GM/ST/MAS & TPJ

STUDIED BY

WORK STUDY TEAM
OF
PLANNING BRANCH

December- 2018

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I N D E X

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(i)

ACKNOWLEDGEMENT

The workstudy team acknowledges the valuable guidance given by ASAO co-ordinating officer & Ch.OSs, Co-ordinating Supervisor and the staff of Statistical Department at MAS & TPJ which was very helpful in completing the study in time.

(ii)

TERMS OF REFERENCE

WORK STUDY TO REVIEW THE STAFF STRENGTH AT GM/ST/MAS & TPJ

(iii)

METHODOLOGY

The work study team has applied the following techniques in conducting the work study.

- (1) Collection and compilation of Data.
- (2) Observation of present system of working.
- (3) Interaction with ASO, CHOS/MMC & TPJ and all Staff of Statistics Department.
- (4) Discussion with officers and supervisors
- (5) Analysis of Existing Technology

SUMMARY OF RECOMMENDATIONS

Revised Recommendation :-

The following 14 posts are found excess to the requirement and the same may be surrendered and credited to the vacancy bank.

Sl. No	Category	GP /Level	No of posts
1	OS	6	10
2	Sr.Clerk	5	1
3	Peon	1	3
	Total		14

No of posts : 14

1.0 INTRODUCTION :

FA&CAO/S.Rly vide letter No.D.O.P.563/HQA/Work study/Genl/Vol.II Dated 08.6.2018 has advised to conduct work study in Statistical Branch duly taking into consideration of Technological inputs and changed work environment. Hence, this work study is conducted as per the above guidelines.

Statistical Department is functioning at Two places viz. Chennai Moore Market Complex (MMC XTH FLOOR) and at TPJ Divisional Office. Chennai Office is dealing with some subjects and sends report to Railway Board on the nominated dates periodically (10 days period) as well as monthly. TPJ office is compiling data and generates statements submit it to EDPM for generating statements as per the prescribed format.

2.0 **PRESENT SCENARIO:**

2.1 In Southern Railway, Statistics Department is functioning at MMC and at TPJ. Statistics & Analytical Officer is the immediate Officer for the staff working in this Department who is functioning at MMC. There is no Officer post provided at TPJ. Dy.FA& CAO/T functioning at MMC is co-ordinating with the S & AO and ensures all the statements are provided to the Railway Board.

2.2: Staff Position at Statistical Branch at MMC:

S No.	Category	Level	MAS				TPJ				Total			
			Sanction	Actual	Vacancy	Excess	Sanction	Actual	Vacancy	Excess	Sanction	Actual	Vacancy	Excess
1	Ch.OS	7	11	11	0	0	5	5	0	0	16	16	0	0
2	OS	6	30	17	13	0	14	11	3	0	44	28	16	0
3	Sr.Clerk	5	8	4	4	0	4	7	0	-3	12	11	1	0
4	Clerk	2	3	3	0	0	1	1	0	0	4	4	0	0
5	Peon	1	5	2	3	0	0	0	0	0	5	2	3	0
	Total		0	0	0	0	0	0	0	0	0	0	0	0

2.3 Present work load:

The pattern of Present work load, staff details in Statistical Branch at MMC is furnished below.

2.4 MMC: Section wise staff details are furnished.

Sl. No.	Section	In charge	No. of staff
A	Administration	1	5
B	K-General	1	4
C	Operating	0	3
D	Train Coding CTR (P)	1	9
E	Train CodingCTR(G)	1	6
F	Commercial Compilation	1	0
G	Advance Earnings	1	2
H	Wagon load	1	0
	Grand Total	0	0

2.5 **Present work load in Statistics Department:**

STATISTICAL BRANCH AT MMC:

There are 8 sections functioning in MMC. The details of activities being carried out by staff in each section is furnished as under.

a) Administration section.

SL. No.	SUBJECTS DEALT WITH.
1.	In charge of Muster Roll, Leave matters, Absentee Statement to PB, Staff matters, Budget, Bill passing, Procurement of Stationery, Stationery register, Imprest, DAR matters, T&P Register, Procurement of T&P items, AMC, Condemnation of worn out T&P items to GSD/PER, Record Room maintenance, weeding out of old records, etc.
2	Receipt & Despatch of letters, arranging Xerox copies.
3	<ul style="list-style-type: none"> i. Preparation and maintenance of Attendance registers. ii. Leave Registers, all kinds of leave. iii. Preparation of Absentees' statement for Bills section on 11 every month, Leave Correspondence. iv. SCL, Sick memos etc. v. Staff movements including Inspectors. vi. T&P register, Furniture procurement, Condemnation materials. vii. Stationery related works, RPM Printing etc.

	viii.	All Advances, i.e.PF, Festival Advance, HBA etc.SBF, TA journal, Office accommodation including Record room, Telephone bills.
4	i. ii. iii. iv. v. vi. vii. viii. ix.	Promotion and Transfer. Staff seniority and vacancy position. Staff representations, staff training including ZTC/Udaipur. Section transfers and instructions to section (Circulars, Note, etc.) Filling up of ACR forms (Bio-data) then handing over to Steno. Intimation of awards to CPO/MAS DAR proceedings. Cash Imprest. Accounts & Audit inspection, Group D Roaster, MACP, Promotion, etc.
5	i. ii. iii. iv.	Procurement of PCs, Printers, copier, Fax machine, UPSs, etc and its maintenance. AMC, Software installation and network maintenance etc. Bill passing. Budget related statements, Implementation of Hindi.
6		Record room maintenance and collection of stationery items from GSD & RPM.

The above work being carried out by the staff of each section has been

described on the basis of gist of data & of field study observation.

b) K-General:

The common work load pertains to K-General section is given below.

1. 7 Monthly Statements, 44 Annual Statements are checked, verified and sent to Railway Board and other concerned departments.
2. Annually 10 statements sent to other departments regularly. These are scrutinized, verified, checked and sent to concerned departments.
3. Often Statistical information is given to Railway Board and other departments as and when and whenever required by them.
4. Maintaining Right to Information (RTI) file.
5. More than 10 common section files maintaining regularly.

6. Apart from above day to day works like collecting data through phone and in person to send statistical information to those who need is fully concentrated without fail.
7. Giving sincere co-operation to maintaining staff movement, office work and administration.

Monthly Statement 8 – Performance of EMU, MEMU and DEMU

- a) Received, verified and put the calculation according the number of days of the respective month from the Sheds of EMU, MEMU and DEMU.
- b) All the data is entered in the system.

Work load of CH OS

1. Maintaining Productivity Linked Bonus (PLB) file.
2. Sent the Call letters to all concerned 35 Bill Units including seven annexure forms.
3. Distribute forms to entire Southern Railway (35 Bill Units) in person if needed and educate the concerned dealer.
4. Collection of group wise staff data and checked, verified and compared with previous year data.
5. Entry of source data in the system for preparing the PLB Statement.
6. The output data are group wise staff, Passenger KMs., Net Tonne KMs, Total Wagon Capacity, Tractive efforts of locos traction wise, EMU, MEMU, DEMU and Coach capacity-Seating capacity.
7. The output PLB Statement is verified with previous year data and finally sent to Board.
8. Collection of seven annexure forms which already sent to all Bill Units to prepare no. of staff and cost in detail.
9. The data in the collected forms are checked and compared with previous year data.
10. All the data is entered in the system.
11. Run all the related queries regarding statement format.

12. Final output is generated and the Statement is prepared as per the instructions in the Railway Board Statistical Manual and dispatched to the Board.
13. Additional statements No. Form II, III, IV, V, VI and VII are also sent to the Board as annexure
14. Preparation of statements regarding Staff Housed and Staff wastage.

Work load of OS.1

1. Maintaining Monthly statements 4A Rolling Stock Performance.
2. Maintaining Monthly statement 19, Supplementary information to monthly Statements 4A & 4B.
4. Basic data collected from source points for all the statements.
5. Checked and verified the collected data.
6. Entry of source data in the system for preparing the statements.
7. The output data are checked and sent to Railway Board and other departments within the target dates.
8. Received and verified the collected data of regarding Statement from source points.
9. Maintaining Annual statements 17, 18, 19a, 19b, 20, 21 and 22.
10. The annual statement No.32 EMU Performance is maintained.

Work load OS 2

1. Maintaining Monthly statement MER (Monthly Evaluation Report).
2. Preparation of Density Statement and Chart for GM's Annual Report.
3. The following Annual Statements prepared.
 - a) Statement 16 - Tonne KMS
 - b) Statement 23 - LOAD of Trains
 - c) Statement 25 - Density of Traffic.

d) Statement 26b – Cost of Repairs & Maintenance of Rolling Stock.

e) Statement 28 – Efficiency.

f) Statement 31 – Oil Consumption.

g) Statement 33 – Railcar Performance.

4. Statements Received, Checked and Despatched to Railway Board with covering letter:

a) Statement 1 - Financial Result.

b) Statement 2a – Capital- at-Charge.

c) Statement 3 – Total Investments.

d) Statement 4 – Expenses by Head of Demands.

e) Statement 5 – Capital- at-Charge/ Capital-out-lay, Revenue Earnings & Expenses.

f) Statement 6 – Details of Gross Earnings.

g) Statement 7 – Details of Working Expenses

h) Kilometrage Statement.

i) Statement 41 – Accident Statistics.

j) Statement 44 – Substandard Quarters.

5. Information to other departments:

a) Train KMs & Engine KMs (Chennai Division)

b) S. Railway KMs. (S&T work load and EM power)

c) Divisional work load.

d) Index

e) Award of PanditGovindBallabah Pant Shield to the best Zonal railways for Calendar Year required information sent to Board.

f) Estimate for escalation factor.

g) EMU Ratio calculation (Chennai Division).

h) Narrative Reports to GM and other required departments.

- i) Statistical data for incorporation in the GM's Report Section-
I.

Work load of OS 3

1. Dealing Goods Operating Statistics (GOS) Monthly and Annual.
2. Dealing 4B Rolling Stock (Carriage & Wagon) performance Statement.
3. Preparing Statistical results.
4. Statement of Goods Appreciation (Chennai Division).
5. Statement 24 Annual Statistical Statements of Vehicle and Wagon Usage.
 - a) Traction wise, Gauge wise, Division wise and Duty wise tabulation received from Operating section, GM/ST/MAS.
 - b) All the data checked, verified and compiled with previous year/month data.
 - c) All the compiled data entered in the system for preparing the statements.
 - d) The output statement, after final check up, sent to Board, PHODs and HODs and other required departments by e-mail and hard copy.
6. The following Annual Statements received from various departments and compared with previous year data and sent to Railway Board with covering letter.
 - a) Statement 24 - Vehicle and Wagon usage.
 - b) Statement 27(a) - Fuel consumption by classes of fuel
 - c) Statement 27(b) - Fuel consumption by services
 - d) Statement 27(c) - Electric Power consumption.

Work load OS 4

1. Maintaining Annual Statement No.9A - Mean Kilometrage worked - No. of Stations and Gradients.
2. Maintaining Annual Statement No.9B - No. of Stations classified on the basis of working and signalling aspects.

3. Maintaining Annual Statement No.15 – Results of working of Coaching and Goods services.
4. Maintaining Annual Statement No.30 – Analysis of Operating Expenses.
5. Printing of Pocket Book (Compendium) – Pocket Book of Financial Results and Important Statistical Highlights.
 - a) Basic data collected from more than 20 source points for all the statements.
 - b) Checked and verified the collected data.
 - c) Entry of source data in the system for preparing the statements.
 - d) The output data are checked and sent to Railway Board and other departments within the target dates.
 - e) Regarding printing the pocket book the basic data sent to Railway press at Royapuram.
 - f) For the proof correction, should interact with printing staff at Royapuram press.
 - g) After receive the pocket book, thoroughly checked and distribute to all Zonal Railways, all PHODs, all HODs, and all Departments with covering letters.

The following Annual Statements Received Checked and Dispatched to Railway Board with covering letter:

- a) Statement 38a – Value of Stores.
- b) Statement 38b – Stores purchased through different agencies and modes of procurements.
- c) Statement 39a – Stores transaction.
- d) Statement 39b – Stores transaction summary

The above work being carried out by the staff of each section has been

described on the basis of gist of data & of field study observation

c) Operating:

The work load pertains to Operating section is given below.

Sl.No.	WORK DONE
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1.	<p>1. Overall supervising, receiving, & giving information to various departments, Preparing Stt.1A – Punctuality Statistics.</p> <p>2. Statement 2 – Block Load Stt. Received & prepared division-wise.</p> <p>3. Statements 1B, 2, 3A, 3B – Scrutinizing & analysing and also checking the correctness of above statements to Board.</p>
2	<p>1. Preparation of all monthly Optg. Statements based on CTR received from Train Coding section.</p> <p>Stt.1B – Passenger Train Performance based on Tabulation for Electric Tractions Outputs Stt, Extract, Coaching goods</p> <p>Six sheets prepared from outputs D.Electric from TPJ fundamentals consolidated traction wise. & Gauge wise. Final statements prepared for Dsl.Elec., Elec, Combined traction BG and MG. Monthly Statement 5B – Lub.Oil Stats. based on Lub.Oil returns from Sheds and EKM based on IRFA on ownership basis.</p> <p>IRFA * E returns of other Rly. & Home Rly. adjusted for preparation of ownership GTKMs for fuel consumption & EKMs for Stt. 5B.</p> <p>Stt.No.19 – Supplementary information to all Operating to Board.</p> <p>Annual stt.17,18, 19, 20, 21, 24, 28, 27 a, b & c. Addl. Inform. to TC and Optg. Depts.</p>
3.	<p>Compilation of Fax figures to Board from Six sheets received from outputs. Preparation of Trends Part 2 divisionwise for Stts. of G.Copy analysis of FOIS comparison with Stt,2 & 3A, Checking of 1B and 2 Stt.</p>
4.	<p>Monthly preparation of Energy consumption Of S.Rlly. Preparation of Other Rlys. Home Rly. Statements – Rly.wise. Stt.5A – Receiving, checking & sending to Rly. Board, Filing important Statements and Collection of important data.</p>
5.	<p>On receipt of 3A & 3B Tabulations from CTR Coding statement 3A & 3B are prepared.</p> <p>Service-wise EKMs statement are compiled From 1B & 2 Stt. Territorial GTKMs is Prepared from 3A, EMU, MEMU, DEMUK Genl. Sec.</p> <p>IRFA for Electric Traction –Receipt of Returns from Other Rlys. Ownership GTKMs prepared and sent to CME, CEE depts.</p>

The above work being carried out by the staff of each section has been described on the basis of gist of data & of field study observation.

d) Train Coding-AC (P):

The work load pertains to Train Coding (P) section is given below.

Statistical Parameters for the performance of train services are done based on vital information collected from CTRs (Combined Train Report). Such train documents viz. CTRs, Light Engine Tickets and Shunting Vouchers are received from various sheds and crew booking centres of Home Railway, South Western Railway and South Central Railway.

The section deals Train Performance of BG-AC (Electric), BG-Dsl.Hyd.(Tondiarpet) and MG-Steam (Coonoor).

The CTRs are received periodically (every 10 day period). The target dates for receiving of CTRs are – first period (Trains run from 1st of the month to the 10th of the month) is 14th. Second period (11th to 20th of the month) is 24th. The third (21st to the last day of the month) is 4th of the following month and for left over CTRs, if any is 7th of the following month. Submission of CTRs by Crew booking centres and sheds is monitored regularly to avoid late submission. The number of CTRs received are checked with the forwarding notes and accounted in the CTR receipt register.

Approximately 12100 Mail/Express, Passenger CTRs & Goods CTRs, Light engine tickets and 4000 shunting vouchers& 300 ballast CTRs received for a month from 23 Crew booking points (MAS, MS,TVT, AJJ, TPJ, VM, SRR, PGT, SA, ED, CBE, TVC, QLN,

ERS, NCJ, MDU, TEN, KPD, ONR, RU, BZA, BTTR and SBC) and Goods Yards.

For passenger CTRs, they are distributed according to allotted trains to each staff among them. Each dealer sorts the CTRs Train-wise, date-wise and section-wise (Annexure-I).

For Goods CTRs, they are separated as through and Other Goods services and within them, they are sorted section-wise and equally distributed among staff.

Initial marking - after distribution, each dealer sort the CTRs section-wise, shed-wise, loco-wise, date-wise according to his/her convenience and coding procedure is done in the following manner.

CTR which is having many sectional movement of a single train, coding is done for each single section for the following items:-

1. Train Number (date-wise) - for Mail/Express & Passenger
2. Service (Vide annexure-II)
3. Train Kilometre (for above all services)
4. Hours (Train hours, engine hours - (for Mail/Express, Pass and Goods), assisting required hours, assisting not required hours, Light Engine hours, shunting hours (starting and terminal shunting & shunting during the run), Siding hours and other hours) - for Goods service.
5. Engine number - traction-wise (Electric, Diesel, Diesel Hydraulic and Steam), shed-wise - for Passenger and Goods services.
6. Number of Wagons loaded, Empty and brake-van - for Goods service.
7. Number of Coaches (Coaching vehicle, Other Coaching vehicle and other vehicle) - for Mail/Express and Passenger.
8. Net tonnes carried and Gross tonnes (net tonnes and tare tonnes) - Goods services.
9. Coaching Net tonnes and Gross tonnes are generated in system based on number of coaches entered.

After gathering of the data from CTRs in the above said manner, data entry is done by Statistical branch staff themselves in Oracle data capture screen available in various terminals in this office. Corrections if any, are done in each session of data entry by staff themselves, after running error check queries (both Passenger and Goods).

The cut-off date for the data entry for the month is 9th of the following month. The passenger train performance especially kilometres for all the individual Mail & Express, Passenger trains and Special Trains are checked by the concerned staff (standing kilometres and previous month kilometres run as yardstick). Before processing, the corrections, adjustments found at Administrator level, if any, are carried out and the processing of data is done at EDP centre. After processing, the engine tabulations are received on 14th/15th from EDP centre for an overall check with previous month (section-wise and division-wise). Then the tabulations are handed over to Operating and K-General section for statements compilation. Reconciliation Report received from EDP centre checked with previous month and sent to CTLC/MAS and Home sheds.

The following ballast trains (traction-wise) on our Railway is done by capturing the data from Ballast CTRs and data entry is done as stated above. The Locomotive master available in the Engine Module (The program for CTR coding) is being updated as and when the holding position is received from the concerned shed and also the sheds are periodically reminded to send their locomotive holding position.

General correspondence pertaining to CTR's work is done with sheds and crew booking centres and also with other offices like cee/MAS, GM/ST/TPJ.

Presently, about 15500 CTRs is being received in this section. This may be due to increase in number of services, introduction of new trains/specials and conversion to Electrification and is prone to increase in future also. Hence, the staff of this section are suffering due to the increased quantum of work and finding it difficult to complete the work load within the stipulated time.

The above work being carried out by the staff of each section has been described on the basis of gist of data & of field study observation

e) Train Coding section - Goods Train Services.

Sl.No.	Designation	Duties
1	CH.OS&OS	Full incharge of Train Coding Goods section, Maintenance of files, calling for the non-receipt of CTRs and advising shed-wise KMs and GTKMs. CTRs received and distributed every month to each staff, follow up processing and coding work of the staff. Engine tabulation received from EDP/MAS are sorted and checked and despatched to CTLC/MAS and Home sheds. Call for left-over CTRs from all crew booking office, maintaining CTRs receipt position register for EXPRESS and GOODS trains. Monitoring entries according to the CTRs. Hydraulic Loco performance of Yard Shunting also done. All queries, if any, raised by other sections and other offices reg. KMs/GTKMs are attended to.

2	CH.OS& Clerk	Coding of approximately 650 through Goods CTRs 200 other Goods CTRs with totalling of 2600 entries and data entry pertaining to crew booking of PGT,SA and TVC Dn. Reconciliation and error corrections and distribution of CTRs.
3	OS	Distribution of CTRs. Coding of approximately 650 through Goods CTRs, 200 Other Goods CTRs with the totalling of 2600 entries and data entry pertaining to crew booking of PGT, SA and TVC Dn. Reconciliation and error corrections during processing (passenger and goods).
4	Sr.Clerk	Coding of Approximately 650 through Goods CTRs, 200 other Goods CTRs with the totalling of 2600 entries and data entry pertaining to crew booking of PGT, SA and TVC Dn. Reconciliation and error corrections & Electric traction Yard shunting.
5	Sr.Clerk	Coding of approximately 650 through Goods CTRs 200 Other Goods CTRs with the totalling of 2600 entries and data entry pertaining to crew booking of PGT, SA and TVC Dn. Reconciliation and error corrections and maintaining of PGT, SA, and TVC distribution Register and distribution of CTRs.
6	OS	Coding of approximately 700 through Goods CTRs, 200 Other Goods CTRs with the totalling 2800 entries and data entry pertaining to crew booking of MAS, TPJ and MDU Dn. Error corrections, maintaining of MAS, TPJ and MDU distribution register.
7	OS	Coding of approximately 700 through Goods CTRs, 200 Other Goods CTRs with the totalling of 2800 entries and data entry pertaining to crew booking of MAS, TPJ, MDU Dn. Error corrections.
8	OS	Coding of approximately 700 through Goods CTRs, 200 Other Goods CTRs with the totalling of 2800 entries and data entry pertaining to crew booking of MAS, TPJ, MDU Dn. Error corrections. Coding and data entry of Ballast Train performance of Electric and Hydraulic Locos.

The above work being carried out by the staff of each section has been described on the basis of gist of data & of field study observation

f) Commercial Compilation section.

1. 7A, 7B, 7C Railway Board's statements and 8 related statements preparation.
 - a. Basic documents for above all statements. RR, Concor RR, RMC of FOIS Reports given to EDPM Office from Traffic Accounts Office.
 - b. Manual RMC received from Traffic Accounts Office - data entry made at EDPM office by Statistical Branch staff. The above work added to FOIS reports.
2. Error correction reports prepared by EDPM office has given to Statistical Branch for correction. Error correction verification are carried out at Statistical Branch like From station, To station, Station Numerical codes, wagons, tonnes and other parameters handed over to EDPM office for compilation.
3. EDPM office given provisional statements to Statistical Branch for verification, checking and tallying with each statements. EDPM office prepared all statements and printouts given for the month and cumulative statements.
4. Commodity-wise and gauge-wise of tonnes and NTKM of Revenue Traffic is advised to Joint Director/Statistics every month.
5. As per the Board's instruction, the above Revenue Traffic (Fax) is advised to Railway Board every 10 day period i.e. 1 to 10, 11 to 20 and 21 to 30/31 of three periods in a month on 14th, 24th and 4th respectively.
6. Monthly 7A statement of Revenue Traffic of Fax and 12 Commodity statements prepared as per Rly. Board's formats sent to Railway Board on or before 7th of every month to Joint Director, Railway Board.
 - a. Checking the correctness of the statement Goods Originating Traffic of various commodities i.e. 7A.
 - i. No. of invoices ST-10 and ST-8.

- ii. 7A& 7B (Revenue Originating statement checking all the columns and tallying with ST-8, ST-10 statements and No.of invoices.

- 7. Analysis of Originating Goods Traffic Division-wise, gauge-wise, commodity-wise as programmed high rated and low rated commodities, Checking the figures with ST-8 and 7A.

Advising the above statements to Rly. Board, HODs, DRMs and FA&CAOs.

- 8.a. 7C statement prepared and sent to Rly. Board every month. Annual statements 7C and 13 Statement tally with 'Y' earnings received from Sr.AFA/T/MAS office. The difference of 'Y' earnings and 7C statements received from RITES are included in the 7C and 13 Statements Freight NTKMs & carried tonnes in various commodities without affecting the lead and rate.
- b. The annual goods zonal statistics statements are received from EDPM. Checking done in commodities, tonnes, earnings. After checking final statements sent to Rly. Board through E-mail ID and also hard copy one set, one CD.

10. Trade Block

Advising every quarter Inland Trade Statistics to the Director General of Commercial Intelligence and Statistics, Kolkata.

Checking of Annual originating statements.

- a. Zone Annual Statistics Tallying and checking A&D correction carrying out.
 - b. ABC Analysis of originating Goods Statistics (Rev. & Non.rev.)
 - c. Originating Goods Statistics - Station-wise and Commodity-wise.-
- 11. Furnishing figures to 'K' Genl. for their different types of Annual Statements.
 - i. Details of Traffic handled by port areas.
 - ii. Compendium
 - iii. Detail being furnished from Annual statements.

12. Scrutinising the tabulation in 8th Floor.
13. Sorting out the tabulation.
14. Clarifying and giving figures over phone.
15. STATION CODE LIST

Maintaining station code list for S.Rly. is being done in this section. All the stations are maintained division-wise with Numerical codes in alphabetical order as well as numerical code order. The station code list of S.Rly. is available in the Statistical web site.

16. NUMERICAL CODE

Allotment of numerical code to newly opened stations, PRS stations, Sidings etc. Whenever asked by Dy.CCM/MAS, based on Rly.Board letters is an important work in this section.

Based on this, station code list is updated and maintained in Statistical Branch.

Commercial Compilation section is responsible for preparing Rly.Board's statements of 7A, 7B, 7C and other related statements. Checking basic documents - assisting and preparing the above statements of Tri-monthly periods and monthly.

After 10 years, the updated station numerical codes of Southern Railway is in Statistical website. Correspondence with FOIS, RITES, EDPM, Traffic Accounts Operating branch and other departments.

Collection of data, basic documents, statements collection from other departments, Statement No.13, Uneconomic Branch line, Trade Block, for all above working, have assisted the staff to complete the work in time.

As per the Railway Board's direction, the 7A statement, compiled tri-monthly period from April 2015 onwards, which is on increasing trend of additional work in the section, has been bearded.

Frequent interaction with EDPM office, Traffic Accounts, Operating and other departments with monthly and tri-monthly periods.

Special assignments are promptly attended by me whenever officers needed.

The above work being carried out by the staff of each section has been described on the basis of gist of data & of field study observation.

g) Advance Earnings section.

The Advance Earnings Section is one of the important sections in GM/ST/MAS which collects, consolidates and accounts the Gross Earnings and Traffic Handled to the Apex Body – Railway Board on a tri-monthly basis i.e., for period ending 10th, 20th and last day of the month. The consolidation and accounting/reporting is used by Railway Board for all budgetary and estimate purposes.

At present, there are six employees working in this section. Each one for a division (6 divisions) including Suburban in Southern Railway. The work is almost identical for all the staff as all division work has to be consolidated to arrive at Southern Railway figures, along with other general work. The regular work involves receiving SN2/SN2D returns through couriers of all divisions and the number of returns are checked for any non-receipt and tallied with the list of stations given by couriers. There are about 750 stations both Non-Suburban and Suburban in Southern Railway. After receipt, data entry has to be done for all the stations of S.Rly. which includes Number of passengers, Passenger Earnings, Other Coaching, Goods particulars and Sundry Earnings.

Under Passenger Details, Class-wise Number of passengers, Passenger Earnings which includes season tickets converted

into trips (i.e.,) monthly, quarterly, half-yearly, and also all the other classes under Local & Foreign Traffic, TTE particulars/superfast trains are entered after duly checking average per passenger fare in the Stations Returns.

Other Coaching Traffic includes parcel, luggage, clerkage, platform tickets, etc. Some stations wrongly furnish earnings pertaining to service tax, superfast surcharge.

Under Goods Traffic, Tonnes & Freight of Local and Foreign Traffic, Demurrage and Wharfage, Misc. Earnings, undercharges, Overcharges and service tax are shown in the returns and the same are entered in the computer.

Sundry Earnings include Retiring Room Charges, Time Table sales, ID card and excess booking remittances and other misc. Earnings.

Often, clarifications are needed from stations/divisions for discrepancy/non-submission during data entry through phone which takes more time than the regular work.

After receiving SN2/SN2D returns, data entry is done for every station. Entered data is tallied with Gross Earnings shown in SN2/SN2D returns and if any difference occurs it has to be corrected then and there. Hence it takes more than twenty minutes to complete the data entry for a station. Adoption is done for the non-receipt stations from the latest available figures of the particular stations so that no station is left out from the compilation. Before compilation, Concur figures are calculated periodwise and entered. Postal Haulage, Bills recoverable (clearance) are received from all divisions (Accounts) mostly by phone and then the statements are received later. DIVSTAT PRS statement which is generated by PRS console which includes division-wise, class-wise No. of Passengers, Earnings figures and Other Coaching is entered.

Accounts Actual figures are received from FA&CAO/T/MAS up to previous month and the difference between actual and SN2 figures are worked out and incorporated under respective heads and divisions.

All these figures mentioned above along with regular station returns are entered in computer. Compilation process is started after doing data entry of all the above mentioned items. During compilation, division-wise entry reports, trend reports printouts are taken and checked for any errors. Station wise figures are checked and compared with previous period for any wide variations. Average fare per passenger is checked in the Trend printout. Corrections are carried out for errors, if any, and compilation process is done again.

List of statements generated after compilation:

1. FAX -Originating Traffic Reports old and new fax format are generated which includes No. of Passengers, Passenger Earnings, Other Coaching, Goods and Sundry compared with previous year both Periodical and Cumulative. This is the first statement to be sent to Rly. Board every 10 days. No. of passengers are shown in millions and earnings are in crores.
2. Division-wise Total Originating Earnings of all divisions under heads i.e., No. of passenger, Passenger earnings, other coaching, Goods and Sundry earnings in units and lakhs are taken every 10 day period and monthly and dispatched to FA&CAO/T/MAS Office.
3. Express letter - Class wise No. of Passenger, Passenger Earning, Other Coaching, Goods and Sundry both Periodical and Cumulative compared with corresponding period of last year is generated. For that, 6A statement (Actual) which contains class wise, gauge wise suburban and non-suburban No. of passenger is received from GM/ST/TPJ which is in units

and has to be rounded off manually to thousands and lakhs for various statements and has to be tallied to total figure. The difference between SN2 and 6A figures is worked out class-wise and incorporated to tally with 6A (Actual) figures of the month in Express letter. Figures are checked and despatched to Railway Board and other offices.

4. BEAP statement – Budget Estimate and Action Plan figures are received from commercial marketing branches. The compiled figures are compared division-wise with Budget estimate and Action Plan under all the heads. This statement is checked and despatched to various offices.
5. Variation statement - Class-wise No.of passengers, Passenger Earnings, Other Coaching, Goods and Sundry compared with corresponding period of last year is generated division-wise for Periodical and for the month along with cumulative figures showing actual and percentage variation.
6. Division-wise ST.18 statement- For this statement, input from various sources are needed. This monthly and cumulative statement is prepared which deals with originating No. of passengers, Passenger Earnings, Other Coaching, Goods and Sundry earnings of all divisions compared with corresponding month and cumulative of previous year and Action Plan (division-wise) Action plan figures are received from Commercial office. Accounts Actual figures upto the previous month are received from FA&CAO/T/MAS. This is incorporated in our current month figures to get the cumulative. Total no. of passengers division-wise is compared with 6A figures. Cumulative figures from 1st April are also worked out in the same manner for the details mentioned above. The printouts are taken and dispatched to various offices.

List of Non-receipt stations is sent to all Sr.DCM offices to make stations to submit SN2/SN2D returns in time, in future.

All the statements prepared are converted to PDF Format and the same are posted in Statistical website and also sent to Rly.Bd., by E-mail. Station-wise figures of divisions are generated and sent by E-mail to Sr.DCM/PGT and Sr.AFA/T/TPJ Offices.

Apart from the above mentioned regular work, information/queries are raised in different manners from various offices of S.Rly. and these are worked out and despatched as quickly as possible which takes ample time from our work. At times, new programmes have to be written to cater to queries from other departments.

Now-a-days, information/queries are sought through RTI very frequently. In each RTI, there may be many queries which have to be answered. Invariably, the figures are not readily available and have to be worked out which takes lot of time from our work.

General correspondence to HODs and officers, Program monitoring, developing new programs and backup of data and ABC Analysis (Passenger) are other work involved in this section.

Hence, it is utmost necessary to have the present No.of staff in this section to cater to the needs of Railway Board and other HODs/Officers/Departments.

The above work being carried out by the staff of each section has been

described on the basis of gist of data & of field study observation

h) Wagon load section:

Wagon Load Section deals with Commodity Loading statement. The basic document is SO24 which are received Tri-monthly and periodical statement is prepared. SO24 Return is received from Goods booking stations i.e. MAS, PGT, SA, TVC,TPJ and MDU divisions. It is received at regular interval of 10 days period i.e. 12th, 22nd and 2nd of every month.

After receiving SO24, it is noted in the register and Non-Receipt list is prepared and sent to concerned stations or phone message is given to receive on time.

Division-wise SO24 Returns are marked with Station code, Commodity code, the wagons and quintals in the return are checked according to the average permissible per wagon.

The marked SO24 returns are entered in the computer under the heads of Station code, Commodity code, No.of wagons and quintals of all divisions.

The printout is taken for each division separately. The period total of all divisions with wagons and quintals, 12 commodity statement is prepared on 5th, 15th and 25th of every period and sent to Secretary to GM and FA&CAO with target figures obtained from Accounts Branch.

All three periods wagons and quintals are consolidated. The STRB statement is prepared and sent to Board on 6th of every month.

Number of wagons loaded with coal and goods other than coal on gauge, are prepared and sent to Board as DW1 statement on 6th of every month alongwith STRB statement.

Then the statistics of Military Traffic at Coaching Rate statement are prepared quarterly and sent to Board.

The Commodity Loading statement SO24 is received and marked by Smt.Elizabeth Lopez, OS. The non-receipt

preparation, periodical work, monthly work and consolidation are also done by OS. After the table work is finished, it is checked by Smt.PushpaSivagopal, Ch.OS and entered in the computer. The printout copies of periodical and monthly statement are finalised by Ch.OS and sent to Board and to the concerned officers-in-charge.

The above work being carried out by the staff of each section has been

described on the basis of gist of data & of field study observation

2.12 **STATISTICAL BRANCH AT TPJ:**

2.13: Staff Position at Statistical Branch at TPJ:

Group - C:

S No.	Category	Pay Band	Grade Pay	Sanctioned Strength	Actual strength
1	Ch.OS	PB-2 9300-34800	4600	5	5
2	OS	PB-29300-34800	4200	14	12
3	Sr.Clerk	PB-25200-20200	2800	4	6
4	Clerk	PB-15200-20200	1900	1	1
Total				0	0

2.14 Staff position – section wise:

S No.	Section	Ch.OS	OS	Sr.Clerk	Clerk	Total
A	Operating Compilation	1	0	1	0	2
B	Commercial Compilation	1	1	1	0	3
C	Administration (staff section)	1	0	1	1	3
D	Train Coding	2	11	3	0	16
	Total	5	12	6	1	0

a) **Operating compilation section**

Staff position:

No. of staff : One Ch.OS, & one Sr.Clerk.

Subjects allotted to individuals:

This section dealing with all MG statements of the following work, Konkan Railway Statements & over all supervising of section work and Operating (Dsl) compilation section.

Nature of work:

Comparing of Operating fundamentals from EDPM / MAS, namely

- TPJOP25 Shed summary
 - TPJOP50 Shed CNTKM statement.
 - TPJOP20 Section summary – Division wise
 - TPJOP60 Section Summary for Wagon Kms&VehKms.
 - TPJOP30B
 - TPJOP30C
 - TPJOP30NOSS
 - TPJOP70
 - All the above four statements contain engine wise data.
 - TPJOP40 shed wise summary for reconciliation with Dsl sheds.
 - Reconciling with Coding staff regarding Foreign Shed statements.
-
- Using TPJOP20 & TPJOP60, division wise and section wise operating fundamental statements are prepared.
 - Preparing Rly. Board statements No. 1A, 2, 3A, 3B & supplementary statement to Railway Board, Management statistics for goods services,
 - coaching statements.
 - Preparing Trends of Traffic Monthly Statements.
 - Preparing of FSU's division wise and section wise and compared with previous month for accuracy.
 - Preparing bound wise results from FSUs.
 - Preparing of Speed and GTKM results.
 - Preparing of Goods Operating Statistics statements of all the divisions of S.Rly.

- Preparing of GTKMs statements over electrified sections of S.Rly.
- Checking the punched data of all the coding staff regarding all the particulars.
- Preparing of Half - Yearly FSUs for the purpose of giving required particulars from the user end.
- Preparing and sending uneconomical Branch Lines statements of all divisions of S.Rly.
- Preparing of Annual FSUs for all divisions of S.Rly.
- Preparing of Average No. of Trains of Annual Statement.
- Preparing of GTKMs statement of tones carried.
- Preparing of Cost Study & Vehicle KMs statement for TCO/MAS.
- Preparing Flow Charts of all divisions of S.Rly, section wise & division wise.
- Preparing of density statements of all divisions, section wise, boundwise.
- Preparing of boundwise statements of GTKM, NTKM & VEHICLES.
- Preparing of Through Goods & Other Goods statements and Hours.
- Preparing of Annual Goods Operating Statistics statement of all divisions of S.Rly.
- Giving special figures regarding operating Annual Cadre Review to all divisions.
- Giving special figures required by the user departments over phone, whenever required and the same are sent as statements.
- Checking All the statements

Operating (Dsl) Compilation Section works.

1. Receiving Operating Fundamentals from EDPM / MAS namely

1. TPJOP25 Shed summary
2. TPJOP50 Shed CNTKM statement

3. TPJOP20 Section summary – Divisionwise.
4. TPJOP60 Section summary for Wagon KMs & Veh.
KMs.
5. TPJOP 30 B
6. TPJOP30C
7. TPJOP30NOSS
8. TPJOP70
All the above four statements contain engine wise data.
9. TPJOP40 shed wise summary for reconciliation with Dsl
Shed.

2. Checking the received statements for errors and correctness.
3. Preparing Engine –wise statements using OP 30 statements and giving to Dsl. Sheds.
4. Preparing TPJOP40 statements and taking print outs all the local and foreign sheds.
5. Arriving division wise and shed wise data for the purpose of reconciliation.
6. Reconciling with Coding staff regarding Local Shed statements.
7. The division wise statements of Dsl. Sheds are made from TPJOP 25 & TPJOP50 statements and given to Shed Staff.
8. Shed wise statements are compared. These statements are again compared with previous month statements for any variation.
9. Comparing of FSU's with Shed wise statements.
10. WDM2, WDS6 statements are prepared from Shed wise data and sent to SME/F/MAS, Sr.DME's of 6 divisions.
11. Statements of Foreign Dsl sheds are prepared from shed wise data, and sent to concerned S&AO's of the Zonal Railways along with Sr.DME's of the diesel sheds.

12. Division-wise statements of Foreign Diesel Sheds are prepared for all the six divisions & sent to Sr.DFMs of all the six divisions.
13. Checking the punched data of all the coding staff regarding all the particulars.
14. Shed wise statement of S.RlyDsl. Sheds is sent to S&AO/MAS.
15. Preparing A - Coaching statement for sending to S&AO/MAS.
16. Preparing Monthly statement of Analysis of Rly. Board Statements 2, 3A, 3B with FOIS figures.
17. Checking of all the Statements .
18. compilation of Metre Gauge Operating Fundamentals, Division FSU for SA, MC Division, MC Board Statements, 1 - A, 2, 3A, 3B & supplementary statement Rly. Board Optg.Statement.
19. Compilation of Konkan Railway statement of SR Dsl. Sheds, ED,GOC, ERS & TNP.
20. Annual statements, as mentioned above corresponding to MG.

**List of Monthly returns sent from Operating
Compilation Section/CM/ST/TPJ.**

Sl. No.	Name of the statement	Due date
1	Trends of Traffic for BG & MG - 4 pages each	17 th of the following month (3 rd day following reconciliation)
2	Rly. Board Operating statements - 1 B, 2 3A, 3B & supplementary statements to the above said	17 th of the following month (3 rd day following reconciliation)
3	Goods Operating statistics	Month end of the following month
4	GTKMs of Dsl. On Electrified Traffic	Month end of the following month
5	Management statistics for Goods Traffic	17 th of the following month (3 rd day following reconciliation)

6	Shed wise statements of S.Rly. sheds.	25 th of the following month
7	WDM2 statements – division wise	25 th of the following month
8	WDGC statements-division wise	25 th of the following month
9	Shed wise statements of Foreign Rlys. Including division wise.	25 th of the following month
10	Monthly statement of Analysis of Rly. Bd. 2, 3A, & 3 B with FOIS figures.	Month end of the following month.

b) Commercial compilation section :

Compilation of Passenger Revenue Statistical Statement No. 6
-A, Target date – 60 days after the close of the month.

Data sources:

- 1.EDPM
1. PS 75 Local – (a) Suburban Ordinary
 2. PS 75 Season – (a) Suburban season – monthly quarterly etc.
 3. PS 805 - Non-suburban traffic forwarded to Fgn Railway.
 4. PS 90 Station wise originating earnings and Passengers.
 5. PS 940 Zone wise data in various distance legs.

II.TRAFFIC ACCOUNTS OFFICE – TPJ:

6. Manual BPT details
7. Blank Card season Tickets.'
8. ARR
- 9 Foreign Received earnings.
10. X earnings class wise.
11. EMU earnings realised by TTE's over Non – suburban sections.

III. TRAFFIC ACCOUNTS OFFICE – MAS:

12. Account current

13. Manual BPT and Manual ABR.

Compilation :

Consolidating the above data, 6 – A is compiled in the format provided by the Board. This statement consists of No. of Passengers originating. No. of passengers carried, Passenger Kilometres and Earnings received from passengers carried under suburban season, suburban ordinary, Non – suburban season and suburban ordinary on all the classes for monthly and cumulative compared with the previous years' data.

On submitting this statement to Board, copies are forwarded to user departments such as Commercial, Operating and Traffic Accounts every month.

On completion of the financial year, the above data are presented to Board in the prescribed format as Annual statement No.12, duly incorporating certain other particulars such as other coaching earnings, reservation charges as called for in the format.

Compilation of Passenger Revenue statistical statement No. 12. Target date 31st July.

Data sources:

1. EDPM
(Program No. ADMPS90KPM).

The Monthly statement 6-A is compiled for the following classes in a combined manner with respect to reserved and unreserved data. To compile 12 statement these data are required as reserved and unreserved basis. As such the following data are received from EDPM / MAS.

1. First class Mail / Express Reserved and Unreserved.
2. First Class Ordinary Reserved and Unreserved.
3. Sleeper Class Mail / Express Reserved and Unreserved
4. Sleeper Class Ordinary Reserved and Unreserved.
5. Second Class Mail / Express Reserved and Unreserved.
6. Second Class Ordinary Reserved and Unreserved.'

- II. Traffic Accounts Office - TPJ.
 1. X earnings under headwise and classwise.

- III. Traffic Accounts Office - MAS
 1. Account Current

- IV. Cumulative of March 6 A sent to Board.

Compilation:

Consolidating the above data, statement 12 is compiled in the format provided by the Board. This statement consists of No. of Passengers originating. No. of passengers carried, Passenger Kilometres and Earnings received from Passengers carried under Suburban season, Suburban Ordinary, Non - Suburban season and Non - Suburban Ordinary on all the classes together with average lead, average rate etc.

The earnings and No.of passengers on full fare and concessional fare are obtained from the PS 805 tabulations supplied by EDPM/MAS. Consolidating these data the statement No.12 is compiled exercising due care and submitted to Board, and copies are forwarded to user departments such as Commercial, Operating and Traffic Accounts.

Comparison with RITES figures:

Addition to that analysis work with RITES figures also carried out. After finalising the monthly 6A statement, collected the RITES figures from SAO/T/TPJ and comparing with these two

statements and find out the differences class wise and inform the higher authorities, analysing the statements under the following heads.

1. No. of passenger originating.
2. No. of passenger carried
3. Passenger KM's
4. Earnings.

OS/GM/ST/TPJ

2.21 Compilation Of Parcel And Luggage Traffic Statement And Passenger Zone Legwise Statement:

Parcel way bill (PWB) is the basic document to compile division wise, station wise particulars for parcel traffic. The submission date for 6B – monthly board statement is 21st of the following month. From PWBs the following details are extracted namely actual weight, actual freight, development charge, service tax. For the details stationwise cashbook and the summary sheets are used for local and foreign parcel traffic movement. Most of the time the details are not readily available or not as per the required classification or heads. At that time entire foils or cash book totalling is inevitable. It requires more than 15 minutes per major stations. The approximate number of stations dealing by me is 43 for TVC Dn. MDU Dn. 56 and MAS Dn. 26.

In addition to this, SLR, AGC, VPH, S.TAX details are collected for each division. The number of days traffic are checked to calculate the month traffic. Apart from this, newspaper and magazine traffic charged weight and freight are taken into account. Luggage traffic for local and foreign division wise is also grouped and included in 6 B monthly statement.

Lack of returns or want of additional information forced us to contact the SAO/TPJ office through phone and in person for

clarification. Analytical study is also undertaken in this office with the corresponding periods.

At last checking of total working and the final statement is keyed in and the e-mail is sent to the Board as per the prescribed format. Copies to the user departments sent after obtaining the approval of S&AO/MAS.

Though it is very difficult to prescribe the time involvement to prepare this statement, usual time limit is 10th to 21st of every month.

parcel and luggage statement requires Sampling analysis of around 6000 entries pertaining to April and October periods. Which represents 90% of the earning stations. For this ABC ANALYSIS is followed.

The details collected from sampling analysis are, charged weight, freight from station, to station and kilometre, commodity and scale. After processing from EDPM/MAS office the printouts are prepared in bookform and this full analysis is forwarded to Railway Board.

In addition to the above, the passenger legwise zone statement is prepared for four Quarters. Namely APRIL - JUNE, APRIL - SEPTEMBER, APRIL - DECEMBER and APRIL - MARCH for this PS 940 program from EDPM / MAS is used for legwise distribution. Originating figures from 6 A, Annual statement 12 are used for further process. The details available in passenger zone statement are Number of passengers' freight and kilometre for BG and MG traffic. IRCA, LEAD % VARIATION and it exceeds +/- 10% then the suitable reason must be given based on analysis and then sent it to Board.

The passenger zone for each quarter consists of 17 classes and then there from listings, dump sheets are prepared. In

addition to this hard copies, soft copy of LIST IXI is prepared and sent to Board.

SWR railway requires the service and guidance from us to prepare their annual passenger leg wise statement. It requires 3 days per annum for finalisation.

The first 10 days of the month usually allocated for sampling work of PWBs, the second 10 days for monthly parcel and luggage statement preparation and the third 10 days for reconciliation of parcel and luggage details with SAO/T/TPJ office and also to prepare Quarterly Zone statements.

In addition to this, answering various queries and special works are under taken for board and user departments requirements. Analytical work requires major time involvement.

2.22 PARCEL & LUGGAGE TRAFFIC STATISTICS.

Statement : 6B.

6B parcel luggage traffic statement on the 21st of every month to Board and other user departments is sent through E-mail.

In order to compile this statement the necessary vouchers are received from SAO/T/TPJ. The outward paid cash book of each station is collected scrutinised then posted in the register. A register is maintained for each division. The number of stations available for each divisions is as follows:

SALEM DIVISION stations	LOCAL	25
	FGN	13 stations
PGT DIVISION stations	LOCAL	39
	FGN	21 stations
TPJ DIVISION stations	LOCAL	63

FGN

25 stations

Against each station the outward paid weight in Kgs and amount in rupees, service tax, Dedicated Frigate Corridor (DFC). Percentage charges on excess value (PCFV) is taken and posted for FGN & LOCAL separately. In some cases where summary sheets are not available the datewise totals are taken in a separate sheet and the final total is arrived and posted against the station. While posting one station, it is comparable with the previous month and with the previous year. In so doing discrepancy if any detected is rectified then and there it might be due to total mistake or by oversight or additional digit might be added (this is done by the station clerk in a hurry) so in comparing and checking the lead, able to detect these kind of mistakes if any and the correct figures are posted.

Likewise SIR & AGC figures too are received from SAO/T/TPJ(P)R & PLOR sections) in the same manner the SIR & AGC figures are checked and compared and then posted. In the case of local SLR sometimes the preliminary working of SUIR & AGC is done in our office then compared and posted.

The final outward paid & SLR & AGC figures are clubbed together and the final combined (both local & fgn) is arrived at

In the like manner, the luggage traffic statement for both local & FGN received from SO/T/TPJ PLOR section is checked, the figures arrived at and the final results worked out. This luggage traffic figures are added to outward paid traffic figures.

Before preparing this, if there are any late receipts, the figures of those Non receipt stations checked and added to the

outward paid &SLr& AGC, all put together the final figure is arrived after much scrutiny and comparing.

The finalised 6th parcel and luggage traffic statement (for the month and the cumulative) is sent to Board and other user departments by E-Mail. One print out is taken and sent to S&AO / MAS after much comparison and analysis.

SAMPLING ANALYSIS:

Yearly once 90 percent of the earnings deriving stations from the total earnings are selected. After arrival of the stations, a letter along with the newly selected stations for each division is sent to SAO / T/ TPJ (PLR & PLOR sections), for them to furnish the Parcel Way Bills (PWB) to GM/ST/TPJ. This section of 90 percent of stations is arrived from the total earnings for the year. Sampling is done for April & October separately. Random sampling is done 3 days in April and 3 days in October.

Working method:

From the account foils got from the accounts dept, station code, commodity code (for the commodity moved, scale and commodity code have been assigned by the Board) Distance (distance has to be worked not given in the foil), weight in kgs. Amount in rupees, are keyed into the already programmed format in the system. Normally distance will not be given in the foil, hence distance has to be calculated between pairs of points (from stn. And to stn) Since the PWBs they send are carbon copies, mostly the to station are generally illegible so to decode it will take some time. After much scrutiny, with great difficulty to trace the stations.

After keying in, further processing is done our and it is copied in the CD and sent to EDPM (app. 9000 entries). After

processing at their end correction if any are carried out and tabulation arrived. Likewise for the month of October, sampling work is done and send to EDPM. After further processing at their end October tabulation is made ready. Correction if any carried out. Then both the April and October work is consolidated after correction and clarification. The final consolidated tabulation is arrived at EDPMK and sent to us. The final commodity wise movement of parcel traffic between pairs of points on sampling basis is arrived. Then the final computer tabulation on parcel traffic showing scale plus zone wise distribution of categories of parcel + other coaching originating traffic on sampling basis both for April and October is sent as prescribed by the Board.

c) Administration section

This section is managed by One Chief OS, one Sr Clerk and one clerk.

The routine work of this section include maintenance of attendance register, later register, leave registers, inward and outward registers, files containing important office forms, packets containing stationery items etc. Daily courier tapal from Hd.Qrs is received from Sr.AFA/T office, entered in the letters register and distributed to other sections. Also courier tapal to Hd.Qrs is despatched through Sr.AFA/T office courier by this section. Letters to other offices are sent by local and CDO registers. Other railway and division letters are sent by post.

Some of the work are done on demand and at the request of staff posting of leave applied by the staff, issue of pass/PTO to staff (both serving and retired staff), issue of duty pass,

providing of forms, files and computer stationery, maintaining office phones, lights and fans in good condition, preparing indents for collecting stationery items and procuring them from stores of GOC, PER and thro' DMM/TPJ whenever required. Recoupment of imprest cash (sanction Rs.500) and stamp (Rs.300). This is done by sending the imprest register in case of cash and pay order signed by the officer in case of stamps to DFM office. The required amount is withdrawn in ATM and credited to the concerned head.

Monthly work preparing monthly attendance register, forwarding of PF applications of employees, preparing leave statement and forwarding to DPO office along with TA journals submitted by the employees in the first week of the subsequent month, receiving salary bills from DPO office and issue of the same to employees.

Periodical work:

preparation of August Review Estimate, Revised Budget Estimate and Final Modification in respect of both civil grants and establishment expenses in August, November and February of every year.

Annual Work:

Preparation of Estimated Annual Requirement and forwarding to DFM for vetting at the end of every accounting year, forwarding the same to GOC wards, forwarding of applications from staff towards advances like scooter, HBA and computer, provision of stationery items like tumbler glass, dungry blue, duster cloth, CL cards, holiday list railway calendar and time table etc to the staff. PF settlement is issued by DFM/TPJ office every year and distributed among the staff by this section.

Other works include forwarding of LAP encashment applications of staff whenever required, maintenance of stationery and tools and plant registers, preparing DS8 at times for condemnation of old and unused furniture, for old records and sending them to scrap department, procuring accessory items for computers like UPS, Batteries for UPS through DMM Office, issue of RC pass, scholar pass to the eligible staff, Medical ID Card to staff on demand and also Family ID to retired staff and also windows of retired staff and other miscellaneous correspondence whenever required.

The above mentioned duties are performed by two clerical staff under the supervision of chief OS.

Duty of Gr.D staff opening and closing duty on turn duty basis, handing over of attendance register at Sr.AFA/T office for signature and taking back twice a day; receiving of courier from Sr.AFA/T office, CDO and despatching of courier everyday, bundling of old records and keeping them in proper racks every month.

Foreign passes and PTOs are signed by Sr.AFA/T/TPJ,Gr.D staff take the pass for obtaining the signature of officer whenever required.

d) Train coding section

Train coding section is the major section of this office. The basic document of this section is CTR (Combined Train Report). Data like KMs, NTKMs, GTKMs, Train Hours, Engine Hours, Shunting Hours, Siding hours, Number of coaching vehicles, Number of Goods wagons etc are derived from the CTR.

Approximately, 12100 CTRs are received from 21 crew booking points of Southern Railway from the following points (MAS, MS, AJJ, TPJ, VM, MV, PGT, SRR, CLT, MAQ, SA, ED,

CBE,TVC,QLN,ERS,NCJ,MDU,TEN,SCT & QNR). They sent CTRs along with forwarding note in the interval of 10 days period. Dates of receiving CTRs by this office are 14th, 24th& 4th of every month. At the time of receiving CTRs, count and check the CTRs and tally with forwarding note issued by the crew booking points. After that, CTRs have been sortout by Train number wise and section-wise for goods services and distribute them to the staff as they have been allotted with passenger trains and section-wise for goods working as their portfolio.

After received the allotted CTRs, Express CTRs, Passenger CTRs, Special Train CTRs and Goods CTRs are arranged in date-wise. Then mark the sections, kilometers, train hours, engine hours and number of coaching vehicles for passenger and express trains.

Working of Goods CTRs

In addition to the above data, netweight, gross weight, shunting hours, siding hours, light engine KMs, Light engine hours are also derived from the goods CTRs. After marking all the datas are keying into the Oracle based Computer Programme. After completion of the work, check and correct the erroneous in the entire work and send to the EDPM/MAS office for further processes.

Every month two staff are deployed to EDPM/MAS for data processing. After processing, EDPM / MAS have sent the engine tabulations through Railnet to this office. After receiving the statements in shed-wise, reconciling the KMs and GTKMs with shed staff on reconciliation meeting who are all coming from various Diesel Loco Sheds of Southern Railway. That reconciled figures have been cross checked with compilation section. Then prepare the statements in service-

wise KMs for all sheds. (No. of Home Sheds – 12 and No. of Foreign Sheds – 18).

Then the statements are sent to Operating Compilation Section for preparing various Railway Board Operating Statements.

Whenever necessary, analysis work of speed of the express trains being done by the coding staff, section-wise for the selected trains.

The target date of completion of the coding work is 10th of every month.

Ballast train & yard shunting:

Every month received shunting vouchers from 34 and above yards of all 6 divisions of southern railway and also received nearly 4000 vouchers from 17 and above sheds. The received vouchers are sorted out and punched division-wise and yard-wise and shunting engine hours are also taken.

Nearly 300 and above Ballast CTRs have been received every month. Ballast engine hours are taken shed-wise, division-wise and also taken loaded wagon, empty wagons and light engine services hours.

Total BT hours and Shunting hours for every month have been entered in the reconciliation form of each shed and submitted to the shed staff.

The non-arrival of BT CTRs and shunting vouchers are adopted on request by shed staff at the time of reconciliation.

The above work being carried out by the staff of each section has

been described on the basis of gist of data & of field study observation

CHAPTER III

3.0 CRITICAL ANALYSIS:

- 3.1 EDPM is functioning at Moore market Complex, Chennai. It may be apt to think why these two offices viz. Statistical department at TPJ and MMC may be clubbed together to maximise output and to avoid unnecessary travelling time on this account. Togetherness will also result in enhanced efficiency, easy access to various sections which are inter dependent and ultimately gives the increased output and reduced Man Power requirement.

Statistics is one of the important Departments in Indian Railways functions under the control of Director at Railway board`s level and FA&CAO/T at Zonal Railway`s level. Every Zonal Railway is producing various statements and reports periodically, monthly, quarterly and annually These statements are submitted to the Board, GMs and HODs of Zonal Railways and stakeholders. Annual Statements are very important since many decisions are taken based on this only.

- 3.2 Computerisation is the key issue for producing Statistical data as well as Statistical analysis on various parameters. Though Computerisation exists in Statistical Department the software they are using it is not in consonance with the existing

activities through Computer and hence cannot be interlinked with Statistical Branch. This needs to be looked into and make necessary arrangements to upgrade the existing software as well as to provide either direct connectivity from the source point to the server or soft copy to be sent to the Statistical Department so as to avoid data entry work at the Statistical Branch. This will be very useful in Train Coding section where thousands of entries are made in the Computer for generating statements. This process will increase the efficiency, accuracy and also reduce Man Power requirement drastically.

3.3 Technological developments in Statistics DepartmentMMC:

Hardware

Year	Technological Developments
1996	DOS and 3 PCs were procured
1998	3 Windows based PCs along with one Dot Matrix printer were procured
2000	MS word and MS Excel started
2003	Network concept established with MIS. Subsequently, switched to Railnetconnectivity.
2004	Statements completely prepared through Computer.
2005	One server was procured for networking of all the PCs along with a line printer.
2018	One server with windows OS with 14 PCs. One line printer, two laser printers, fax machine and one scanner are available.

Software utilized in MMC:

FoxPro
Oracle
Webmaker.

Technological developments in Statistics DepartmentTPJ:

Year	Staff strength	No of PC's	Remarks
1999	59	1	

2004	45	2	
2007	42	1	
2008	41	5	
2012	35	1	
2015	29	6	
2018 (at Present)	24	9	1 PC-Server,1 PC- operating section,2 PC-Commercial and General and 5 PC's for CTR works

Software utilized in TPJ:

Year 1999 - Excel

Year 2004 - Foxpro

Year 2008 - Oracle

3.4 (I). MMC - Section wise staff details and Staff Requirement analyzed :-

Existing Staff Details:-

S. No.	Section	In charge	No. of staff
A	Administration	1	5
B	K-General	1	4
C	Operating	0	3
D	Train Coding CTR (P)	1	9
E	Train CodingCTR (G)	1	6
F	Commercial Compilation	1	0
G	Advance Earnings	1	2
H	Wagon load	1	0
	Total	0	0
I	Peon	0	2
	Grand Total	7	31

Available Mandays : Total days in a year 365

Saturdays and Sundays - 104

CL & Holidays - 24

Effective Mandays available in a year 237 days sat
20 days per month.

(a) Administrative section - Staff Requirement :-

i) Dealt with Muster Roll, Leave matters, Absentee Statement to PB, Staff matters, Budget, Bill passing, Procurement of Stationery, Stationery register, Imprest, DAR matters, T&P Register, Procurement of T&P items, AMC, Condemnation of worn out T&P items to GSD/PER, Record Room maintenance, weeding out of old records, Preparation and maintenance of Attendance registers, Leave Registers, all kinds of leave, Preparation of Absentees' statement for Bills section on 11th of every month, Leave Correspondence, SCL, Sick memos etc. Staff movements including Inspectors, T&P register, Furniture procurement, Condemnation of materials, Stationery related works, RPM Printing etc. All Advances, i.e. PF, Festival Advance, HBA etc. SBF, TA journals, Office accommodation including Record room, Telephone bills. Allowed one staff need basis as it is. -Two staff

ii) Promotion and Transfer:

- Staff seniority and vacancy position.
- Staff representations, staff training including ZTC/Udaipur.
- Section transfers and instructions to section (Circulars, Note, etc.)
- Filling up of ACR forms (Bio-data) then handing over to Steno.
- Intimation of awards to CPO/MAS
- DAR proceedings.
- Cash Imprest.
- Accounts & Audit inspection, Group D Roaster, MACP, Reconciliation with actual, etc. Leave encashment, Work Study matters, Procurement of PCs, Printers, copier, Fax machine, UPSs, etc and its maintenance.

- AMC, Software installation and network maintenance etc.
- Bill passing.
- Budget related statements, Implementation of Hindi.-
Two staff

iii) Receipt & Despatch of letters, arranging Xerox copies. Record room maintenance and collection of stationery items from GSD & RPM -

One staff

Hence, the requirement,

Based on mhrs of $9233/(237*8)=4.87$ (details in annexure II) and need basis allowed as **=Five staff**

(b) **K -General section - Staff Requirement:**

The details of work being carried out in this section are Chapter II. In this section there are 1 Ch.OS and 4 OSs. On scrutiny of the details of work allocation & mhrs of individual staff revealed the following.

1. Ch. OS: The main work is ensuring 10 monthly statements and 44 Annual statements are generated by staff of this section. OS: There are 4 OSs working in this section.

Mainly Annual statements are being prepared by these staff except few monthly statements.

SL.No.	Designation	Actual available	Recommended	Surplus
1	CH.OS	1	1	NIL
2	OS	4	5	NIL
	Total	5	6	NIL

Hence, the requirement,

Based on mhrs of $11032/(237*8)=5.82$ (details in annexure II) and need basis allowed as **=Six Staff**

(c) **Operating section - Staff Requirement:**

There are 3 OSs are working in this section. The details of work load and allocation of work are given in Chapter II. On scrutiny of the details revealed that the quantum of work load being carried out and also observation during the field study, the following recommendations are given.

S No.	Designation	Actual available	Recommended	Surplus
1	OS	3	3	NIL
	Total	3	3	NIL

Hence, the requirement,

Based on mhrs of $5459/(237*8)=2.88$ (details in annuxure II) and need basis allowed as
staff = Three

(d) **Train coding section - Goods/MAS- Staff Requirement :-**

This sections is involved in feeding the details available in CTRs into the Computer so as to take requisite statements. The details of these CTRs are already fed in the field units where the Guard terminated his duty. If the data fed in the field units are captured or transferred to the system available in the Statistics department, this manual feeding of data can easily be dispensed with.

During the field study, it was observed that during the month of June 2018, Statistical department has received 4671 CTRs plus 310 shunting vouchers. The no. of staff available in Train coding section is 7. For each staff, $4617+310=4927/7 = 704$ CTRs are given for feeding into the computer. On an average for each CTR, staff are taking around 15 minutes (including table work) maximum and

thus for feeding 4927 CTS it takes around $4927 \times 15/60$
 $=1230$ hrs.

No. of staff required $= 1230/(8 \times 20)$
 $=7.68$ say **8 staff**.

Hence, the requirement of staff for this section is **8 Staff**.

(e) **Train coding section -Passenger/MAS- Staff Requirement**

This section is involved in feeding the details available in CTRs into the Computer so as to take requisite statements. The details of these CTRs are already fed in the field units (27 sheds complete zone). If the data fed in the field units are captured or transferred to the system available in the Statistics department, this manual feeding of data can easily be dispensed with.

Based on mhrs of $20100/(237*8)=10.6$ (details in annexure II) the Requirement of staff and need basis allowed as=**11 staff**

Both in Passenger & Goods CTR feeding section, staff are feeding entire details manually which takes additional time. Once the feeding is done away with the introduction of suitable software, the work load will be minimized. Till such time the above number of staff is required.

(f) **Commercial compilation- Staff Requirement:**

Following activities are carried out in this section Railway board statement 7A, Goods revenue statement, 10 days period compilation, 7C, Y earnings, Annual statement 13, Quarterly statement (trade block, Harbor goods statement for ministry of statistics), Half yearly statement on economical branch lines, southern Railway numerical code, Book publishing, Monthly Evaluation Report. In this section only one staff is available.

The details of work allocated to the staff of this section are given in chapter II. There is only one staff working in this section. On scrutiny of the details of work, it is found justified one staff for this section.

Hence, the requirement of staff for this section is

=1 staff

(g) **Advance Earnings section - Staff Requirement:**

The details of work done by this section are given in chapter II. There are One in-charge and two OS working in this section. There is no allocation of work for individual staff. On scrutiny of the work load details of this section, it is found that the quantum of work may be managed with 3 staff.

Sl.No.	Designation	Actual available	Actual Requirement	Surplus
1	CH.OS	1	1	NIL
2	OS	2	2	NIL
	Total	3	3	NIL

Hence, the requirement,

Based on mhrs of $6026/(237*8)=3.17$ (details in annexure II)

and

need basis allowed as **=3 staff**

(h) **Wagon load section - Staff Requirement:**

The details of work done by this section are given in Chapter II. There are only one staff is working in this section. On scrutiny of the details of work revealed that One staff can manage this section.

Hence, the requirement of Staff for this section is
1 Staff

i) Peon: To assist for above sections of MMC, the existing two peons are allowed on need basis 2 staff

Summary of Staff Requirement at MMC -Section wise:-

	Section	In charge	No. of staff	Total	Requirement	Remarks
a)	Administration	1	5	6	5	On need basis & mhrs
b)	K-General	1	4	5	6	On need basis & mhrs
c)	Operating	0	3	3	3	On need basis & mhrs
d)	Train Coding CTR (P)	1	9	10	11	Based on average work load.

e)	Train Coding CTR (G)	1	6	7	8	On need basis &mhrs
f)	Commercial Compilation	1	0	1	1	On need basis
g)	Advance Earnings	1	2	3	3	On need basis &mhrs
h)	Wagon load	1	0	1	1	On need basis
i)	Peon	0	2	2	2	On need basis
	Total	0	0	0	0	

3.4 (II)TPJ - Section wise staff details and Staff Requirement analyzed :-

Existing Staff Details

Sl No.	Section	Ch.OS	OS	Sr.Clerk	Clerk	Total
A	Operating Compilation	1	0	1	0	2
B	Commercial Compilation	1	1	1	0	3
C	Administration (staff section)	1	0	1	1	3
D	Train Coding	2	11	3	0	16
	Total	5	12	6	1	0

a) **Operating compilation - Staff Requirement :**

There are one CH.OS and one Sr.Clerk available in this section. The details of work load is given Chapter II. Apart from this, reconciliation, statements to S&AO/MAS, and other miscellaneous work, Considering the work load and observation during the field study, the following requirement is considered.

Hence, the requirement of staff for this Section is

3 Staff.

b) **Commercial Compilation - Staff Requirement:**

There are three staff viz. One Ch.os, one OS and one Sr.Clerk available. The details of work load is given in Chapter II. This section prepares 6A Statement pertains to Passenger traffic, and Statement 12 as Annual statement. 6A statement is also compared with RITES figures. Another staff of this section prepares 6B Statement pertains to Parcel and Luggage traffic every month on 21st to Railway Board and user department. Commodity wise statement is prepared every April and October on sampling basis and sent it to the Board.As the work load is more in preparing 6A Statement and compare with the RITES figure,Considering the work load,mhrs and observation of field study

Hence, the actual requirement of staff,

Based on mhrs of $8574/(237*8)=4.52$ (details in annexure III) and need basis allowed as

=4 staff

c) **Administration section- Staff Requirement:**

There are three staff working in this section viz.One CH.OS, One Sr. Clerk and one Clerk. There are only 24 staff working in the TPJ statistical Branch. This section has three Group C staff viz. One Ch.OS and Two clerks. The details of work done by the staff this section is given in Para 2.23. As the number of staff for whom the personnel matters and other Accounts related work etc. is only 27, the work load can be handled by Two staff viz. One Ch.OS and One clerk.

Sl. No.	Designation	Existing	Actual requirement	Surplus
1	Ch.OS	1	1	0
2	Sr. Clerk	2	1	1
	Total	3	2	1

Hence, the actual requirement of staff on need basis for this section is **2 Staff**

d) **Train Coding section - Staff Requirement:**

This section has two sub-sections viz. Train Coding -1 and Train Coding – 2. It has 8 staff in each section. The details of work done by the staff these section are given in para 2.24. This section deals with about 12100 CTRs, 4000 Shunting vouchers and around 300 Ballast CTRs totalling to 16400 CTRs every month from various crew points and depots.

Before making data entry in the System, the staff has to do the coding in each CTR as per the prescribed procedure and then only the details are to be entered in the system. Approximate time take for each coding of CTR is around 7 minutes. For entering date in the system it will take another 2 to 2.5 minutes. On an average approximately 9 minutes will take to complete one CTR in the system. To complete around 16,400 CTRs it will take around 2460 hours.

At present, there are 16 staff working to feed these CTRs. Available man hours from these 16 staff per month is around 2460 hrs.

Staff required to feed 16400 CTRs = $16400 \times 9 / 60$
 $= 2460 \text{ hrs} / 8 \times 20$
 $= 15.35$ say 15 staff.

Hence, the actual requirement of staff for this section is

15 Staff

**SUMMARY OF REQUIREMENT/SURPLUS AT STATISTICAL
 BRANCH AT TPJ**

	Compilation			
b)	Commercial Compilation	3	4	-1
c)	Administration section	3	2	1
d)	Train Coding	16	15	1
	Total	0	23	1

Sanction vs Requirement:

Office	Sanction	Actual	Requirement	Surplus
MAS	57	38	40	17
TPJ	24	24	23	1
TOTAL	0	0	63	18

SUMMARY OF RECOMMENDATIONS

Recommendation :-

The following 18 posts are found excess to the requirement and the same may be surrendered and credited to the vacancy bank.

Sl. No	Category	GP /Level	No of posts
1	OS	6	14
2	Sr.Clerk	5	1
3	Peon	1	3
	Total		18

Total No of posts :18

Suggestions:

This work study is taken mainly to assess the technological developments made during the past years versus the staff strength. This study revealed the facts as given in the above paras.

In view of the increase in Technological developments in field units but no matching developments in Statistics department, the manual feeding of data is continuing and hence the existing Man power is also needed for the above work.

Hence, the Statistical Department has to initiate steps to improve the existing Software system in synchronization with the software system provided in the field units so as to eliminate manual work.

Needless to mention the expenditure involved in Man power cost for Statistical department is huge and has to be curtailed to the maximum level as the activity of the department is not yielding any direct earnings to the Railways.

In view of the above, the Planning Branch recommends the following:-

- Necessary Up gradation of Software is needed.
- Consequent to introduction of new Software system, the staff strength may be reviewed.
 - Statistical manual has to be revised based on the recent technological developments in the fields.
- The statements which are redundant due to technological development has to be removed from the list.
 - Railway Board has to be addressed.
 - Maximum reduction in staff cost has to be achieved.
- Subject to feasibility, unified Statistical Branch at MMC is suggested.
- Linking of Crew points with Statistical Computer server will avoid unnecessary data entry.

CHAPTER - IV

4.0 PLANNING BRANCH'S REMARKS ON CO-ORDINATING OFFICER'S VIEWS:

The views of the Co-ordinating Officer (AS & AO / HQ / MAS) received vide letter No. ST.148/1/Work study / 2018-19, (Annexure - IV) and remarks of Planning Branch are appended below :

CO-ORDINATING OFFICER'S VIEWS:

With reference to the above, the Planning Branch in the Work Study report has clearly indicated, the summary of staff requirement at MMC is 40 against the actual of 36 (short fall of 4 staff) (Page 48) and 23 staff against the existing 24 staff at TPJ surplus by one thus establishing that 3 more staff are required for the branch as per the work load.

However, keeping in mind the vacancy position against the sanctioned strength in the summary of Recommendations 15 posts in Group C (level 6 & 5) and 3 posts in Peon (level 1) are shown as found to be in excess to the requirement and need to be surrendered.

With regard to the above the following remarks are offered.

1. As the work study has been taken mainly to assess the technological developments made during the past years verses the staff strength the report has clearly indicated that 3 posts are required further for the existing work being done. Hence, it is imperative that, the reduction due to superannuation of staff in the forthcoming years would adversely impact the current work load of the branch.
2. About 21 staff are to superannuate starting from 20.07.2018 to 2022 which will have a bearing in the existing work load.
3. Any increase in Loading, Earnings, Number of Trains run etc. will set to increase the work load in future.
4. Data Analysis is being considerably given importance by Railway Board / PHODs which would require additional Man power in the ensuing posts.
5. The Vertical and Horizontal relative growth of staff has to be ensured and complete surrender of Vacancies will lead to distortion of efficient working condition as the staff are bound to be stagnated.
6. Considering the average age profile of staff of 45+ in the present set up and lack of computer training in the existing staff for induction of necessary Software studies to extract data from source points suitable training need to be given

which will involve extra Manpower and fresh induction especially in OS level.

7. Also this branch has already surrendered 7 Group C and 3 Group D posts for previous work study report which was treated as closed. However, the same has been reduced in the Sanctioned strength.

8. Regarding Peons at MAS office is having only 2 peons out of which one is physically challenged. TPJ office is without peon for the past 2 years. Both Opening / Closing duties at MAS & TPJ is being done by only Group C staff.

In view of the superannuation of 21 posts in the next 3 years, additional work load / development and already surrendered 7 posts, 14 posts in excess of to the requirement of the posts in OS category (level 6) may kindly be reviewed and 7 vacancy posts may kindly be released (out of 14 posts, 7 posts can be surrendered and 7 retained).

In Group C out of 3 posts shown as excess 2 posts may kindly be released to view of the situations explained above.

PLANNING BRANCH'S REMARKS :

The Planning Branch thoroughly go through the Co's views,

(1) Considering the work load due to increase in loading, earning and number of Trains running.

(2) During 2015-16 the Planning Branch conducted the work study in Statistical Branch and got surrender of 11 posts.

In view of the above, to manage the situation in GM/ST/MAS and TPJ, an additional 4 posts of OS allowed on need basis, the balance 14 posts as surplus.

REVISED RECOMMENDATION

The following 14 posts are found excess to the requirement and the same may be surrendered and credited to the vacancy bank.

Sl. No	Category	GP /Level	No of posts
1	OS	6	10

2	Sr.Clerk	5	1
3	Peon	1	3
	Total		14

Total No of
posts :14

5.0 FINANCIAL SAVINGS

Sl. No.	Category	GP/ Level	No of post	Money value/ month (Rs.)	Annual Financial savings (Rs.)
1	OS	6	10	80551	9666120
2	Sr. Clerk	5	1	66218	794616
3	Peon	1	3	40821	1469556
Total			14		0

5.1 If the recommendation made in the study report is implemented, the annual recurring financial savings will be as under:

RE -I

S.A.V.E STATEMENT OF GM/ST- MAS & TPJ

[illegible]

No. WSSR - 691819 / 2018-19

WORK STUDY TO REVIEW
THE STAFF STRENGTH AT
GM/ST/MAS & TPJ

No. WSSR - 691819 / 2018-19

WORK STUDY TO REVIEW
THE STAFF STRENGTH AT
GM/ST/MAS & TPJ