

**WORK STUDY REPORT**  
**ON**  
**REVIEW OF STAFF STRENGTH OF MINISTERIAL STAFF**  
**OF**  
**OCMG GROUP WORKING UNDER**  
**OPERATING. COMMERCIAL, MECHANICAL AND GENERAL**  
**DEPARTMENT**  
**OF**  
**AHMEDABAD DIVISION**  
**( No.G.463/WR/WS-29/2018-2019 )**

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## **Executive Summary**

**Sr. No. of Study** : 29

**Case No.** : G.463/WR/WS-29/2018-19

**Subject** : Review of Staff Strength of Ministerial Staff of OCMG Group working under Operating, Commercial, Mechanical and General department of Ahmedabad Division.

**Division** : Ahmedabad Division.

**Authority** : AGM/CCG's approval on file.

**Terms of Reference** : Assessment of need based actual manpower.

**Total No. of Recommendations** : 2 (Two)

**Summary of Recommendations** : Placed on Page No. 6

**Projected Manpower** :

Category	Sanctioned cadre	Present Deployment	Proposed Deployment	Proposed for Surrender	Vacancy
Group 'C'	297	249	249	48	48

**Financial Implication** : Recurring saving of @ Rs. 481.78 lakhs p.a. on implementation of Work Study Report

## **Terms Of Reference**

As directed by Additional General Manager/ Churchgate, a work study to review the staff strength of Ministerial Staff OCMG Group working under Operating, Commercial, Mechanical and General Department of Ahmedabad Division has been conducted with a view to assess the requirement of manpower on the basis of present workload arising need based. In view of major technological changes taking place in the Indian Railway system, it is imperative to identify activities that have become redundant and re-deploy the staff that become surplus.

## **Acknowledgement**

The Work Study Team acknowledges with gratitude the co-operation given by Shri N. M. Agarwal, Sr. DPO/ADI and Shri O. R. Upadhyaya, APO (G) ADI for rendering valuable guidance during the course of the study.

The Study Team is also thankful to all the Officers / Ch.OSs / OSs and staff of OCMG Group working under Operating, Commercial, Mechanical and General Department of Ahmedabad Division who have extended their co-operation during conducting and finalizing the study.

## **Methodology**

- Collection** : of data required for conducting the study.
- Scrutiny** : of data collected, deployment of existing staff  
Strength, quantum of work load arising.
- Discussion** : with concerned Officers and Staff.  
Suggestions and guidelines offered by  
concerned Supervisory staff.
- Assessment** : of Manpower requirement on the basis of  
Need base requirement.
- Identification** : of surplus posts available.
- Finalization** : of Work Study Report with recommendations  
for implementations.

## **Summary of Recommendations**

### **RECOMMENDATION NO.1**

Para 2.7.1

After critical analysis of the existing workload of ministerial staff of OCMG Group working under Operating/ Commercial/ Mechanical/General Departments of Ahmedabad Division, it is revealed that a total number of 249 posts of Group 'C' staff are required against sanctioned cadre of 297 on need base. Thus, 48 posts of Group 'C' staff, which are rendered surplus, may be surrendered immediately.

### **RECOMMENDATION NO. 02**

Para 2.8.1

Work Study team recommends providing sufficient number of computers in every section with internet connections & all important portal installed in it. Also, additional facilities like All in One Printers/Zerox Machine/FAX Machine, along with regular supply of their consumables, should also be provided for smooth functioning of office work.

## **CHAPTER – I**

### **INTRODUCTION**

- 1.1 Ahmedabad Division was formed on 1<sup>st</sup> April, 2003 by carving sections of Ajmer, Rajkot and Vadodara Division. Section Taken from Vadodara division for this new division are of 316 kms, Length that taken from Rajkot division are 610 kms and that from Ajmer are 484 kms. Ahmedabad extends up to Naliya in West, Khedbrahma in East, Palanpur in North and upto Geratpur in South. The division servers 9 districts namely Ahmedabad, Gandhinagar, Patan, Banaskantha, Surendranagar, Kachchh, Sabarkantha, Mahesana and Rajkot. After the advent of Railways and its development as the principal mode of transport for passengers and goods, Ahmedabad also became the focal point of Railway activity in the western region.
- 1.2 The overall administrative control of the Ahmedabad Division is exercised by DRM, who is assisted by other officers of respective Departments. Sr.DPO/ADI, the head of Personnel department, is cadre controlling authority of ministerial staff working under different departments to deal with matters relating to Establishment work and General work. The ministerial staff posted under different departments is working under administrative control of officers of respective departments. The powers have been delegated to the field unit controlling officers/ Sr. Subordinates for the leave sanction, Pay sheet preparation, DAR, Enquiry, Pass /PTO preparation, OT/TA sanctions etc work, which is done in field units by staff provided there. OCMG is one of the 3 seniority groups under which the ministerial staffs of Operating, Commercial, Mechanical and General departments of the Railway is clubbed for the avenue and channel of Promotion. The Groups have been formed according to the similarity and continuity of work processes and activities..
- i) **OCMG** – Working Departments
  - ii) **BWSM** -- Maintenance Departments
  - iii) **Personnel** -- Establishment and Welfare Section

The Groups function is distributed in the Divisional and the Field Units.

- 1.3 Sanctioned cadre of Ministerial Staff of OCMG Group working under Operating/Commercial/ Mechanical/General Departments of Ahmedabad Division is as under:

<b>Group</b>	<b>Sanctioned</b>	<b>On Roll</b>	<b>Vacancies</b>
<b>OCMG</b>	<b>297</b>	<b>249</b>	<b>48</b>

- 1.4 Operating/Commercial/Mechanical/General administration departments being working departments, the function of the ministerial staff is of dual role i.e work related to operation work as well as work related to staff establishment and welfare. The field unit establishment functions which are periodical and regular routine nature of work (Misc. work) under Sr. Subordinates.

While studying the activities & workload of staff deployed in various Units, Depot, Stations, it is observed that there are three activities for which staff are utilized viz. Establishment related, Stores related work and miscellaneous field related work.

Establishment related work involves collecting application of leave/Pass & PTO/PF & other advances etc. forwarding to centralized sections in Administrative office, Receipt & Despatch of daks etc.

Stores related work involves supply & procurement of Stock & Non-stock items required for respective shop activities. Presently, entire stores activity is done manually by means of maintaining numerous registers.

- 1.5 The ministerial staffs at DRM office and field Unit, Depot, stations are broadly deals with the following:-

i) Recruitment and Training.

ii) Appointment and Posting

iii) Maintenance of service records, Seniority lists

vi) Promotion, Reversion and Transfer of staff

v) Pay sheet related work

vi) DAR and Court cases, Preparation of Pass/PTOs/Settlement related work

vii) Misc. Work related to staff i.e. Union activities, Welfare, HOER etc.

viii) Staff deployed at various stations/ Units/Depot perform different duties i.e. Store work, Work related to Crew Maintenance system, Maintenance of correspondence pertaining to personnel matters of staff etc.

- 1.6 Introduction of computers in all departments modernization and economics adopted closure of redundant activities, innovation and introduction of new technology, which leads to reduction in workload. The work study has been undertaken to review the staff strength vis-à-vis the work load of Ministerial staff of OCMG Group working under Mechanical/Operating/Commercial/General Departments of Ahmedabad Division. The study is elaborated in the forth coming chapters.



## **CHAPTER – II**

### **CRITICAL ANALYSIS OF WORKLOAD AND MANPOWER ASSESSMENT**

- 2.1 Indian Railway is rapidly proceeding towards modernization in all fields. The need of the day is to devote basically on the core activities relating to the transportation part.
- 2.2 Presently, more than half of the total working expenses are expended towards staff costs in the Indian Railways. The administration should plan towards achieving a quantum reduction in man power costs, especially those relating to the non core activities, for sustaining the financial viability of the Indian Railways taking into account the impact of VII th Pay Commission recommendations.
- 2.3 The study has been undertaken with a view to introduction of computers in all departments modernization and economics adopted closure of redundant activities, innovation and introduction of new technology, which leads to reduction in workload. The work study has been undertaken to review the staff strength vis-à-vis the work load of Ministerial staff of OCMG Group working under Mechanical/Operating/Commercial/General Departments of Ahmedabad Division.
- 2.4 **Cadre position of Ministerial Staff of OCMG Group working under Optg/ /Comml./Mech/Genl. Deptts of Ahmedabad Division as on 01/04/18:**

#### **Group 'C' Cadre -**

Category	Scale of pay	Sanctioned Strength	Men On Roll	Vacancy / (Surplus)
<b>Ch.OS</b>	9300-34800-4600	60	47	13
<b>OS</b>	9300-34800-4200	164	133	31
<b>Sr.Ck.</b>	5200-20200-2800	40	29	11
<b>Jr.Ck.</b>	5200-20200-1900	33	40	-7
<b>Total</b>		<b>297</b>	<b>249</b>	<b>48</b>

- 2.4 **Divisional Office / Units –wise Cadre distribution of Ministerial staff of OCMG Group of Ahmedabad Division :**

Sr	Strn/Unit	Ch. OS.			OS			Sr. Clerk			Jr. Clerk			Total		
		C	A	V	C	A	V	C	A	V	C	A	V	C	A	V
1	SS/VTa	0	0	0	2	2	0	0	0	0	0	0	0	2	2	0
2	SS/KKF	1	1	0	0	0	0	0	0	0	1	1	0	2	2	0
3	SM/ADI	3	2	1	7	6	1	3	1	2	2	2	0	15	11	4
4	SS/ASV(Closed)	0	0	0	1	0	1	0	0	0	0	0	0	1	0	1
5	SS/HMT(Closed)	0	0	0	1	0	1	0	0	0	0	0	0	1	0	1

6	SS/SBI(MG)	0	0	0	1	1	0	1	1	0	0	0	0	2	2	0
7	SS/KLL	0	0	0	1	1	0	0	0	0	0	0	0	1	1	0
8	SS/MSH	1	1	0	2	2	0	0	0	0	0	0	0	3	3	0
9	SS/PNU	0	0	0	2	1	1	0	0	0	0	0	0	2	1	1
10	SS/BLDI	0	0	0	1	1	0	0	0	0	0	0	0	1	1	0
11	SS/KDLP	0	0	0	1	1	0	0	0	0	0	0	0	1	1	0
12	SS/GIM	1	1	0	1	2	-1	1	0	1	1	1	0	4	4	0
13	SS/DHG	0	0	0	1	0	1	0	0	0	0	0	0	1	0	1
14	SS/VG	0	0	0	1	0	1	0	0	0	1	1	0	2	1	1
15	CLS/SBI	1	1	0	1	1	0	0	0	0	0	0	0	2	2	0
16	RCD/BLDI	0	0	0	1	1	0	2	1	1	0	0	0	3	2	1
17	SSE(L)KKF	3	3	0	9	5	4	0	0	0	3	3	0	15	11	4
18	SSE(L)SBI MG	3	4	-1	7	5	2	1	2	-1	0	0	0	11	11	0
19	SSE(L) MSH	2	1	1	4	3	1	0	0	0	0	0	0	6	4	2
20	SSE(L)GIM	1	0	1	3	4	-1	2	1	1	1	1	0	7	6	1
21	SSE(C&W)VTA	0	0	0	4	2	2	0	0	0	0	0	0	4	2	2
22	SSE(C&W)KKF	1	1	0	1	1	0	0	0	0	1	1	0	3	3	0
23	SSE(C&W)ADI BG	1	1	0	4	4	0	1	0	1	2	2	0	8	7	1
24	SSE(C&W)ADI MG	3	2	1	5	5	0	2	1	1	2	2	0	12	10	2
25	SSE(C&W)SBI BG	1	1	0	4	1	3	0	1	-1	0	0	0	5	3	2
26	SSE(C&W)GIM	1	1	0	3	3	0	1	0	1	0	0	0	5	4	1
27	SSE(C&W)NBVJ	0	0	0	2	2	0	0	0	0	0	0	0	2	2	0
28	SSE(C&W)MSH	1	1	0	1	1	0	0	0	0	0	0	0	2	2	0
29	CTNL/ADI	0	0	0	1	1	0	0	0	0	1	1	0	2	2	0
30	CPCR/ADI	2	2	0	4	2	2	0	0	0	0	0	0	6	4	2
31	SSE(C&W)VG	0	0	0	0	0	0	1	0	1	0	1	-1	1	1	0
32	FIC-PNU	0	0	0	1	1	0	0	0	0	0	0	0	1	1	0
33	SSE(DSL)-GIM	1	1	0	2	2	0	0	0	0	0	0	0	3	3	0
34	DME(DSL)GIM	1	1	0	0	0	0	0	0	0	0	0	0	1	1	0
35	Sr. DME(DL) VTA	5	3	2	12	10	2	5	3	2	6	6	0	28	22	6
36	Sr. DME(DL) SBI	6	3	3	12	10	2	4	3	1	2	4	-2	24	20	4
37	ARM / GIM	1	1	0	2	1	1	0	0	0	0	0	0	3	2	1
38	CCR/PNU	0	0	0	2	1	1	0	1	-1	1	1	0	3	3	0
39	DEMU Shed/KKF	0	0	0	2	2	0	0	0	0	1	1	0	3	3	0
40	ADME/GIM	0	0	0	1	1	0	0	0	0	1	1	0	2	2	0
41	SS/GBT	0	0	0	1	1	0	0	0	0	0	0	0	1	1	0
42	SS/RDHP	0	0	0	0	0	0	1	1	0	0	0	0	1	1	0
43	SS/SOB	0	0	0	0	0	0	1	0	1	0	0	0	1	0	1
44	CTI(SL)ADI	0	0	0	0	0	0	1	0	1	0	0	0	1	0	1
45	SR.DCM/ADI	5	5	0	14	9	5	3	3	0	0	3	-3	22	20	2
46	SR. DOM/ADI	3	2	1	7	6	1	3	2	1	0	0	0	13	10	3
47	SR.DSO/ADI	2	2	0	7	3	4	0	2	-2	0	0	0	9	7	2
48	SR.DME/ADI	5	3	2	16	13	3	3	2	1	1	3	-2	25	21	4
49	SR.DMM/ADI	5	3	2	9	12	-3	3	2	1	6	5	1	23	22	1
50	HINDI SECTION	0	0	0	0	0	0	0	0	0	1	1	0	1	1	0
51	PRO/ADI	0	0	0	0	1	-1	0	0	0	0	0	0	0	1	-1
52	SR.DPO/ADI	0	0	0	0	2	-2	0	1	-1	0	0	0	0	3	-3
	<b>Total</b>	<b>60</b>	<b>47</b>	<b>13</b>	<b>164</b>	<b>133</b>	<b>31</b>	<b>39</b>	<b>28</b>	<b>11</b>	<b>34</b>	<b>41</b>	<b>-7</b>	<b>297</b>	<b>249</b>	<b>48</b>

- 2.5 The work load of ministerial cadre of OCMG group of ADI division is reducing day by day due to introduction of computers in all departments, simplification of procedures and closure of redundant activities, innovation and introduction of new technology. Hence the present deployment of 249 post of ministerial staff as detailed above are justified and 48 post are recommended for surrender.

## 2.6 Summary of Sanctioned & Proposed cadre and post identified as surplus:

Sr. No.	Stn/Unit	Cadre	Men on Roll	Vacancy	Proposed	Post identified as surplus/Creation
1	SS/VTa	2	2	0	2	0
2	SS/KKF	2	2	0	2	0
3	SM/ADI	15	11	4	11	4
4	SS/ASV (Closed)	1	0	1	0	1
5	SS/HMT (Closed)	1	0	1	0	1
6	SS/SBI(MG)	2	2	0	2	0
7	SS/KLL	1	1	0	1	0
8	SS/MSH	3	3	0	3	0
9	SS/PNU	2	1	1	1	1
10	SS/BLDI	1	1	0	1	0
11	SS/KDLP	1	1	0	1	0
12	SS/GIM	4	4	0	4	0
13	SS/DHG	1	0	1	0	1
14	SS/VG	2	1	1	1	1
15	CLS/SBI	2	2	0	2	0
16	RCD/BLDI	3	2	1	2	1
17	SSE(L)KKF	15	11	4	11	4
18	SSE(L)SBI MG	11	11	0	11	0
19	SSE(L) MSH	6	4	2	4	2
20	SSE(L)GIM	7	6	1	6	1
21	SSE(C&W)VTa	4	2	2	2	2
22	SSE(C&W)KKF	3	3	0	3	0
23	SSE(C&W)ADI BG	8	7	1	7	1
24	SSE(C&W)ADI MG	12	10	2	10	2
25	SSE(C&W)SBI BG	5	3	2	3	2
26	SSE(C&W)GIM	5	4	1	4	1
27	SSE(C&W)NBVJ	2	2	0	2	0
28	SSE(C&W)MSH	2	2	0	2	0
29	CTNL/ADI	2	2	0	2	0
30	CPCR/ADI	6	4	2	4	2
31	SSE(C&W)VG	1	1	0	1	0
32	FIC-PNU	1	1	0	1	0
33	SSE(DSL)- GIM	3	3	0	3	0
34	DME(DSL)GIM	1	1	0	1	0
35	Sr. DME(DL) VTA	28	22	6	22	6
36	Sr. DME(DL) SBI	24	20	4	20	4
37	ARM / GIM	3	2	1	2	1
38	CCR/PNU	3	3	0	3	0
39	DEMU Shed/KKF	3	3	0	3	0
40	ADME/GIM	2	2	0	2	0
41	SS/GBT	1	1	0	1	0
42	SS/RDHP	1	1	0	1	0
43	SS/SOB	1	0	1	0	1
44	CTI(SL)ADI	1	0	1	0	1
45	SR.DCM/ADI	22	20	2	20	2
45	SR. DOM/ADI	13	10	3	10	3
47	SR.DSO/ADI	9	7	2	7	2
48	SR.DME/ADI	25	21	4	21	4
49	SR.DMM/ADI	23	22	1	22	1
50	HINDI SECTION	1	1	0	1	0
51	PRO/ADI	0	1	-1	1	-1
52	SR.DPO/ADI	0	3	-3	3	-3
<b>Gross total</b>		<b>297</b>	<b>249</b>	<b>48</b>	<b>249</b>	<b>48</b>

### 2.6.1 Work Load of ministerial staff of OCMG Group: -

Ministerial staff of OCMG Group of ADI division is dealing with All General correspondence and clerical work i.e Playbill, PRT, Selection process,

Maintenance of T&P items, Contract related correspondence, maintenance of DAR, APAR, ID cards, Passes & PTOs, Indent for railway material/Uniforms/Charting papers, Railway quarter work, Cash Imprest, Leave record, Overtime, PCDO, maintaining attendance register of Running/Shed staff, Night duty register, Training, Medical of staff, ON- Off duty register, Kilometer summary, Preparing Night duty/TA statement, Absentee statement, Wage register, Crue/ Guards booking , On –off duty register, CMS related work etc.

- 2.7 After critical analysis of the existing workload of ministerial staff of OCMG Group working under Operating/ Commercial/ Mechanical/General Departments of Ahmedabad Division, it is revealed that a total of 249 posts of Group ‘C’ staff are required against sanctioned cadre of 297 on need base. Thus, 48 posts of Group ‘C’ staff, which are rendered surplus, may be surrendered immediately.

2.7.1 **RECOMMENDATION NO 01:**

After critical analysis of the existing workload of ministerial staff of OCMG Group working under Operating/ Commercial/ Mechanical/General Departments of Ahmedabad Division, it is revealed that a total of 249 posts of Group ‘C’ staff are required against sanctioned cadre of 297 on need base. Thus, 48 posts of Group ‘C’ staff, which are rendered surplus, may be surrendered immediately.

2.8 **SUGGESTIONS FOR SYSTEM IMPROVEMENT**

**Efficiency and Effectiveness of computers:**

Utility effectiveness, Data analysis and Speed provided by a computer terminal cannot be questioned. Unfortunately, in offices/ Units do not have sufficient number of computers. It has also been noticed that even in those offices/ Units where computers are available, manual records are also maintained. This sometimes results in duplication of work. Remedial actions may be initiated to reduce the dependency on Hard copy wherever possible. Preserving data (Soft copy) through periodical back-up should be ensured. Also all the computers should be inter-connected using latest networking techniques. Staff should be imparted necessary training for optimum utilization of systems installed.

2.8.1 **RECOMMENDATION NO 02:**

Work Study team recommends to provide sufficient number of computers in every section with internet connections & all important portal installed in it. Also, additional facilities like All in One Printers/Zerox Machine/FAX Machine, along with regular supply of their consumables, should also be provided for smooth functioning of office work.

## CHAPTER - III

### 3.0 FINANCIAL IMPLICATION

3.1 After critical analysis of the existing workload of ministerial staff of OCMG Group working under Operating/ Commercial/ Mechanical/General Departments of Ahmedabad Division, it is revealed that a total of 249 posts of Group 'C' staff are required against sanctioned cadre of 297 on need base. Thus, 48 posts of Group 'C' staff, which are rendered surplus, may be surrendered immediately.

3.2 At present 48 posts of Ministerial Staff OCMG Group working under Mechanical/ Operating/ Commercial / General Departments are lying vacant. The Annual saving after surrender of identified entire 48 **Group-C posts** as surplus is as under:-

Category	Surplus	Annual saving per person (in Rs.)	Total savings (in Rs.)
Group'C' staff	48	10,03,714	4,81,78,272

3.3 On implementation of the recommendations brought out in the work study report annual recurring saving of more than **Rs.481.78 Lakhs (approx)** per annum can be achieved.

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