

CENTRAL RAILWAY



`Review of Ministerial (Non- Personnel) Staff of ELW, Bhusawal ` WSCR/ELECT /BSL/8/18-19

Electrical Locomotive Workshop, Bhusawal

.....

OFFICERS AND SUPERVISOR FROM WORK STUDY CELL

Officers & Inspectors	
Officers	Inspectors
Shri Rajesh Sahani	Shri Lakhanji Jha
Secretary (PG)/HQ	Sr. WSI/BSL
Shri R. Subramaniam	
Dy. Secretary & APIO	

Co-ordinating Officer & Supervisor FROM ELW /BSL

Co-ordinating Officer & Supervisor	
Shri R. L. Gedam	Shri. L.D. Makasare
APO (ELW)	COS (ELW)

SYNOPSIS OF THE STUDY

Study Number	: WSCR/ELECT /BSL/8/18-19
Name of Study	: "REVIEW OF Ministerial (NP) staff of ELW BHUSAWAL."
Approved by	: AGM
Department	: ELECTRICAL
Division	: HQ (BSL)
Date of Commencement	: 10/07/2018
Date of Completion	:23/09/2018
Date of Submission	:27/09/2018
No. of Recommendations	: 01
Sanctioned Strength	: 62
No. of Men studied	: 37
No. of vacancies	: 25
No. of posts identified surplus	: 11
Financial implications	: Rs. 74,85,096/=

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Acknowledgement, Authority & terms of reference and Methodology

ACKNOWLEDGEMENT

The work-study team takes this opportunity to express thanks to Shri Shiv Ram CWM/ELW and all the branch officers and nodal officers for their kind guidance and co-operation for conducting the study and for their valuable guidance rendered to the work study team for completion of the study.

The work-study team is also thankful to Shri R. N. Gedam, APO/ELW, Chief Office Superintendents and office superintendents for their assistance to work study team for the successful completion of study and furnishing necessary information required for conducting the study.

AUTHORITY AND TERM OF REFERENCE

The work-study on "Review of Ministerial (NP) Staff Working at ELW/BSL Bhusawal" has been included in Annual Work-Study programme 2018-19 with No. WSCR/ELECT /BSL/08/18-19.

The terms of reference for the study is to review of Mini NP staff strength in present context of workload available after computerization & applying Yardstick / Bench Marking norms where applicable.

METHODOLOGY

1. The work-study team has adopted the following techniques for completion of the study.
2. Collection of work load data in details of each section.
3. Discussion with coordinating officer/supervisor.
4. Assessment of manpower requirement.
5. Working out financial implication involved in saving as a result of surplus manpower.
6. There is no Bench Mark for non personnel staff in Indian Railway.
7. Most of the manual workload of ministerial(NP) staff is being now managed through computers viz. letter typing, dak delivery and receiving through E-dak or Fax, which has eased the workload of these staff. No delay of receiving and sending dak/mail through E-dak and fax has left now. However, the expenditure on procurement of such type machines viz. computers, fax machines, printers, scanners etc. is an economically burden on the Railway administration, hence, day to

day modernization and system developments require economizing and control on the establishment cost of available manpower.

SUMMARY OF RECOMENDATION

Sr. No.	Recommendation	Page No.
1	06 posts of Sr. Clerk and 05 posts of Jr. Clerk are identified as surplus and may be surrendered immediately.	37

Brief History:**1. History of Workshop**

- ◆ Workshop was established on 17.5.1974 with initial cost of 3.52 Crore and POH Capacity of 40 Locomotives per year (3.33 Locos per month).
- ◆ First Loco was POHed in the Year 1974 (Loco No. 20930/WAG-4/SER) and First Loco was Re-cabled in the Year 1975.
- ◆ After 1st phase of expansion, POH capacity was increased to 80 Locomotive per Year (6.66 Locos per month) in 1984.
- ◆ In April 1986, POH capacity increased to 10 Locos per month with introduction of Incentive Scheme.
- ◆ In 1993, Electronic Data Processing Centre was opened at ELW/BSL.
- ◆ In 1999, New Incentive scheme was introduced and capacity increased to 126 Loco per year.
- ◆ In the Year 2001, ISO 9001:2000 certification was awarded to ELW/BSL.
- ◆ In the Year 2002, first 3-Phase Passenger Loco 30007/WAP-5/NR was POHed.

- ◆ In the Year 2003, first 3-Phase Goods (Freight) Loco 31005/WAG-9/ECR was POHed.
- ◆ In the Year 2012, first New Assembled Loco No. 31314/WAG9H/CR was built at ELW/BSL.
- ◆ In the Year 2017, IMS (Integrated Management System) Certification which is a combination of {ISO: 9001 - (Quality Management System), ISO: 14001 (EMS: Environment Management System) & ISO: 18001 (OHSMS: Occupational Health & Safety Management Systems)}, & ISO: 50001 (EnMS: Energy Management System) has been awarded to ELW/BSL.
- ◆ In the Year 2018, 5S- Workplace Management System Certification has been awarded to ELW/BSL.

ELW family has a sanctioned strength 1439 staff, MOR 1118 including Supervisor, Technical, Non-Technical, Clerical and Other staff. Some major activities are taken in ELW/BSL is as under:-

- POH of conventional electric locomotives
- POH of 3Ø electric locomotives
- Re-cabing of conventional electric locomotives
- Special Repair of Accident damaged electric locomotives
- Repair to center pivot of WAP class of locomotive.
- Manufacturing, repairing, re-discing and re-axling of wheel set.
- Conversion of Electric Locos from plain sleeve bearing to TAOCHI.
- Assembling of New 3Ø electric locomotive.
- Conversion of AC-DC locomotive into 6Ppure AC locomotive.

Electric Locomotive Workshop, Bhusawal is incentive based workshop. For smooth functioning of workshop, many activities, from planning to final outcome, are performed in backdrop. These activities are crucial and provide day to day assistance to workshop technical staff.

Maintaining the records of pay and wages of workshop staff and calculating appropriate incentive is also required to be done. All these activities form a workload that is catered by Clerical staff in supervision and assistance of technical staff.

The clerical staff deployed at administrative building at Electrical loco workshop Bhusawal, is Non-Personnel staff. Most of the sections, dealing with technical issues like Planning, Procurement, Technical, Time office & Tender sections are headed by Senior Section Engineers and assisted by JE/OS/Clerks.

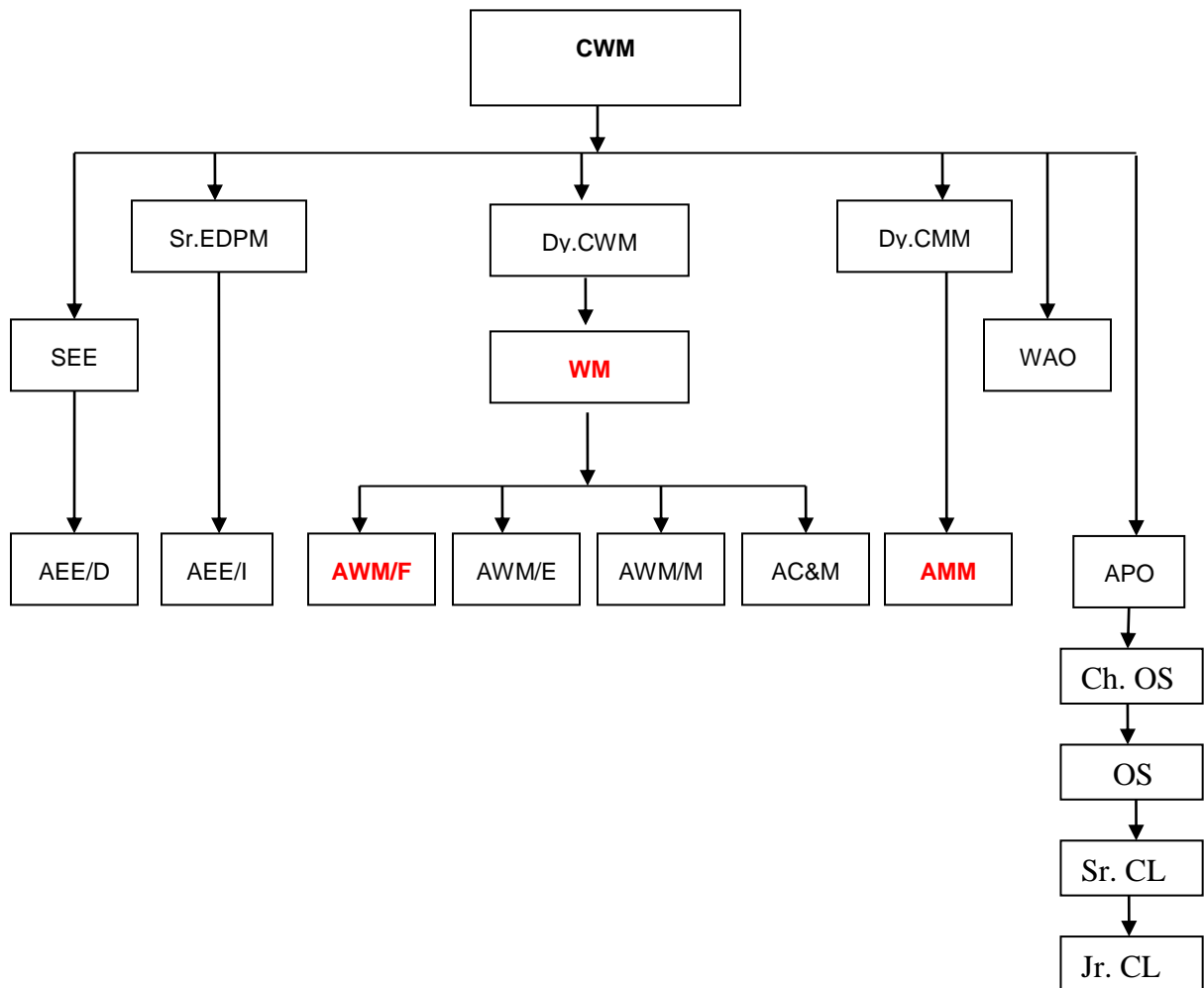
Sections dealing with non technical issues, like General, Bills, Cadre are headed by COS, further, assisted by OS/Clerks.

With the view to economize in the ever-rising working expenses of the Railways, suitable technology is updated according to the need of the time. Provisions of computers in all departments, rail net for keeping liaison with HQ are the steps in this regard. There is substantial decrease in workload on account of change in the pattern of working with modern management tools & aids provided in different offices and simplification of procedures, rules and regulations in many cases.

With the introduction of computer in Railway working there has been change in working system. The computerization of office work will not only result in avoidance in duplicate working & quick retrieving of data/ information required by executive but also reduced the staff cost as less man power can perform the same task more efficiently.

CHAPTER 2 | EXISTING PROCEDURE & CRITICAL ANALYSIS

2.1 Authority of control: - CWM is the overall administrative officer of the Electrical Locomotive Workshop, Bhusawal. The organizational structure of Electrical Locomotive Workshop, Bhusawal in form of chart is given below:-



- 2.2** The clerical staff deployed at administrative building at Electrical loco workshop Bhusawal, is Non-Personnel staff. Most of the sections dealing with technical issues like Planning, Procurement, Technical, Time office & Tender sections are headed by Senior Section Engineers and assisted by JE/OS/Clerks.

Sections dealing with non technical issues, like General, Bills, Cadre are headed by COS, further, assisted by OS/Clerks.

Activities taken by clerical staff:-

- 1) Maintenance of dead stock.
- 2) Dealing with all store related matters.
- 3) Dealing with complete tender proceedings.
- 4) Preparation of indent for various concern materials.
- 5) Correspondence regarding procurement and repairing of office machinery & articles.
- 6) Payment of CUG, telephone & electric bills & other related work.
- 7) Dealing with all contractual & scrap work.
- 8) Dealing with imprest for various purposes.
- 9) Preparing demand note for stock & non stock items.
- 10) To look after procurement & disposal work.
- 11) Correspondence with other government/private offices.
- 12) All other official ministerial cadre work which do not cover under the purview of personal staff.

- I. Recruitment
- II. Training
- III. Welfare & Staff Benefits
- IV. Selections
- V. Promotions
- VI. Transfer
- VII. Granting Retirement Benefits
- VIII. Industrial Relations
- IX. Re-deployment
- X. Creation of Posts
- XI. Payment & Allowances
- XII. Settlement

2.3 Sanctioned strength:

Sanctioned strength of clerical staff along with technical staff is as under:-

STATEMENT SHOWING THE SCALE CHECK AS ON August - 2018.					
Sr. No.	DESIGNATION	Pay Matrix Level	S S	MOR	Vac.
CLASS III STAFF					
1	CHIEF OFFICE SUPDTT	PML-7 (GP-4600)	10	9	1
2	OFFICE SUPDTT	PML-6 (GP-4200)	31	24	7
3	SR CLERK	PML-5 (GP-2800)	12	4	8
4	JR CLERK	PML-2 (GP-1900)	9	0	9
5	OFFICE SUPDTT (TYPIST)	PML-7 (GP-4600)	1	0	1
6	CHIEF TYPIST	PML-6 (GP-4200)	2	3	-1
7	STENOGRAPHER GR I (STENO - I & II)	PML-6 (GP-4200)	2	1	1
8	Sr.Translator	PML-7 (GP-4600)	1	0	1
9	STAFF & WELFARE INSPECTOR	PML-6 (GP-4200)	1	1	0
	(1) TOTAL (01-09)		69	42	27
10	C & M SUPDTT.	PML-7 (GP-4600)	4	1	3
11	C & M ASSTT.	PML-6 (GP-4200)	2	2	0
	(2) TOTAL (10-11)		6	3	3
12	SR.SECTION ENGINEER	PML-7 (GP-4600)	84	80	4
13	JUNIOR ENGINEER	PML-6 (GP-4200)	40	22	18
	(3) TOTAL (12-13)		124	102	22
14	CHIEF INSTRUCTOR	PML-7 (GP-4600)	1	1	0
15	SR INSTRUCTOR	PML-6 (GP-4200)	1	0	1
	(4) TOTAL (14-15)		2	1	1
16	MCM	PML-6 (GP-4200)	250	243	7
17	TECH - I	PML-5 (GP-2800)	478	270	208
18	TECH - II	PML-4 (GP-2400)	84	91	-7
19	TECH - III	PML-2 (GP-1900)	145	191	-46
	(5) TOTAL (16-19)		957	795	162
20	MANAGER	PML-4 (GP-2400)	1	0	1
21	MANAGER GR I/II (1)	PML-3 (GP-2000)	1	0	1
22	ASSTT. MANAGER GR I(1)	PML-2 (GP-1900)	0	1	-1
23	SR COOK (1)	PML-3 (GP-2000)	1	0	1
	(6) TOTAL (20-23)		3	1	2
24	SR SEC ENGR (DRAWING)	PML-7 (GP-4600)	6	4	2
25	JUNIOR ENGINEER (DRAWING)	PML-6 (GP-4200)	5	1	4
	(7) TOTAL (24-25)		11	5	6
26	SPL Supernumary Post	PML-2 (GP-1900)	0	1	-1
	TOTAL OF GR 'C'		1172	950	222
CLASS IV STAFF					
27	HELPER	PML-1 (GP-1800)	233	142	91
	(1) TOTAL (27)		233	142	91
28	PEON	PML-1 (GP-1800)	12	8	4

29	CDMH (BUNGLOW PEON)	PML-1 (GP-1800)	1	1	0
	(2) TOTAL (28-29)		13	9	4
30	SAFAIWALA	PML-1 (GP-1800)	10	8	2
	(3) TOTAL (30)		10	8	2
31	SALESMAN	PML-1 (GP-1800)	5	5	0
32	KITCHEN ASSISTANT	PML-1 (GP-1800)	1	1	0
	(4) TOTAL (31-32)		6	6	0
	TOTAL OF GROUP 'D' STAFF		262	165	97
	TOTAL (1 to 32)		1434	1115	319
36	POINTS MAN	PML-1 (GP-1800)	5	4	1
	Grand Total		1439	1119	320

2.4 Non Personnel Ministerial Staff Sanctioned Strength:-

Sr. No.	DESIGNATION	Pay Matrix Level	S S	MOR	Vac.
	CLASS III STAFF				
1	CHIEF OFFICE SUPDTT	PML-7 (GP-4600)	10	9	1
2	OFFICE SUPDTT	PML-6 (GP-4200)	31	24	7
3	SR CLERK	PML-5 (GP-2800)	12	4	8
4	JR CLERK	PML-2 (GP-1900)	9	0	9
	Total		62	37	25

Work load and deployment of staff in each section is given in ensuing paras. Additional requirement of staff, if any, is also estimated at the end of each Para with due justification.

2.5 Establishment:

a) **Cadre:-**

- 1) Shri Devendra Singh (Ch.os)
- 2) Shri R. P. Bhavsar (OS)
- 3) Shri B.K. Hirudkar (Sr.Cl.)

Duty list of shri Devendra Singh (COS)

- I. Dealing with appointments of all types of staff as SSE, JE, Technician& helper etc through RRB & RRC.
- II. Checking all documents related to appointment and prepares SR.
- III. Dealing with CG appointments.
- IV. Dealing with promotion related work for all staff.
- V. Dealing with departmental selection & staff rotation.
- VI. To maintain post based roster & prepare scale check and send to account office.

- VII. Preparing MPP statement and statement 40. Dealing with PNM, RTI and quarterly position.
- VIII. Preparing vacancy indents and sends on line to RRB & RRC.
- IX. Dealing with Act Apprentice training etc.

Duty list of Shri R. P. Bhavsar (os)

- I. Dealing with MACP, group B selection and own request/mutual/transfer & deputation related all correspondence.
- II. Training, Bungalow peon, CDMH & cadre related all correspondence.
- III. Assist to Ch. OS in appointments of all types of staff as SSE, JE, Technician & helper etc through RRB & RRC.
- IV. Assist to Ch. OS in CG appointments.
- V. Correspondence related to staff rotation working on sensitive posts, for nomination of standing committee & medical decategorised employee to offer alternative job.
- VI. Correspondence related to posting of pointsman, Laboratory staff, drawing staff.
- VII. Make entry in Service Book for new appointed staff and prepare top sheet.
- VIII. All other work which is allotted.

Duty list of Shri B.K. Hirudkar (Sr.Cl.)

- I. Preparing seniority list of all staff as SSE, JE, technician, welder, carpenter crane driver, painter etc.
- II. To maintain PBR for persons with disability.
- III. Assist to Ch. OS in promotion related work for all staff.
- IV. Correspondence to cadre restructuring related work.
- V. Assist to Ch. OS in Act Apprentice training related work.
- VI. Dealing with Project Saksham, 10%-40% selection of helper, CPO conference and shield, vacancy indent, MP/MLA reference etc.
- VII. All computer typing work and all other work which is allotted by Ch. OS.

b) **SR:-**

- 1. Shri L.D. Makasare (Ch.os)
- 2. Smt. V.R.Deo (OS)
- 3. Smt. Claudette Hoogwerf (OS)
- 4. Khwaja Arifuddin (OS)
- 5. Smt. Neetu P. Jaiswar (Sr.Cl.)

Duty list of Shri L.D. Makasare (COS)

- I. Overall incharge of establishment section, general supervision, supervision & dealing of SR related matter.
- II. Accountability for prompt/efficient working of section staff. Supervise all cases of establishment section.

Duty list of Shri V.R.Deo (OS)

- I. SR Dealing of 370 employees, all entries made in SR i.e. Increment , leave Encashment, Scooter Adv, Computer Adv, Spectacle/ Denture , Permission of Plot, entry of all Awards, Punishment etc.
- II. Correspondence of Inter Railway Transfer, Mutual Transfer, Own Request Transfer.
- III. No Objection Certificate for Passport for Ex- India Leave, Office Note for appearing higher exam & Vipassana courses.
- IV. Making all entries of all employees in ESR System, prepared 7th CPC fixation card, Retirement superannuation completion of all final settlement cases, Promotion & MACP Entries, confidential report APAR fill up etc.

Duty list of Smt. Claudette Hoogwerf (OS)

- I. SR Dealing of 194 employees, all entries made in SR i.e. Increment, leave encashment, Scooter Adv, Computer Adv, Spectacle/ Denture, Permission of Plot. Entry of all Awards, Punishment etc.
- II. Correspondence of Inter Railway Transfer, Mutual Transfer, Own Request Transfer.
- III. No Objection Certificate for Passport for Ex- India Leave, Office Note for appearing higher exam & Vipassana courses.
- IV. Making all entries of all employees in ESR System, prepared 7th CPC fixation card, Retirement superannuation completion of all final settlement cases, Promotion & MACP Entries, confidential report APAR fill up etc.

Duty list of Khwaja Arifuddin (OS)

- I. SR Dealing of 300 employees, all entries made in SR i.e. Increment , leave Encashment, Scooter Adv, Computer Adv,

- Spectacle/ Denture , Permission of Plot, entry of all Awards, Punishment etc.
- II. Correspondence of Inter Railway Transfer, Mutual Transfer, Own Request Transfer.
- III. No Objection Certificate for Passport for Ex- India Leave, Office Note for appearing higher exam & Vipassana courses.
- IV. Making all entries of all employees in ESR System, prepared 7th CPC fixation card, Retirement superannuation completion of all final settlement cases, Promotion & MACP Entries, confidential report APAR fill up etc.

Duty list of Neetu P. Jaiswar (Sr.Cl.)

- I. SR Dealing of 350 employees, all entries made in SR i.e. Increment, leave Encashment, Scooter Adv, Computer Adv, Spectacle/ Denture. Permission of Plot, entry of all Awards, Punishment etc.
- II. Correspondence of Inter Railway Transfer, Mutual Transfer, Own Request Transfer.
- III. No Objection Certificate for Passport for Ex- India Leave, Office Note for appearing higher exam & Vipassana courses.
- IV. Making all entries of all employees in ESR System , prepared 7th CPC fixation card , Retirement superannuation completion of all final settlement cases , Promotion & MACP Entries, confidential report APAR fill up etc.

c) Bills:-

- 1. Shri S S. Tayade (Ch.OS)
- 2. Shri J N. Borse (OS)
- 3. Shri A. Y. Goralkar(OS)
- 4. Shri M.S. Sharma (OS)

Duty list of Shri S. S. Tayade (Ch. OS)

- I. He is working as Ch.OS/Bill (Artisan & Mini Pay Roll)
- II. Bill Unit: 0115851 & 0115855
- III. Nos of Artisan Staff in BU 851 : 324 staff
- IV. Nos of Act Apprentices in BU 855 : 120
- V. All payment issue (except Incentive, OT, NDA) PLB Card (Regular and Retd. staff), Arrear, Income tax, Due Drawn statement, Income certificate. LPC, File/Dak Correspondence. Liabilities Register of All Revenue Advances (Scooter-moped, Computers, HBA etc advances and interest) Electric Bill, Rent and Water Charges etc. All employees' Income Tax Projection and preparation

and distribution of Form No. 16. Pay slip distribution every month. Compilation of data for Budget estimate/grant. ECC loan and CMTD, SBF awards, Consumer Society, all institute contribution and recovery. LIC premium. PCO Allowance, all misc. payments. Maharashtra Labour Welfare Fund contribution of all Artisan staff. Trade Unions membership fees.

Duty list of Shri J N. Borse (OS)

- I. He is working as OS/Bill (Artisan Pay Roll)
- II. Bill Unit: 0115854
- III. Nos of Artisan Staff in BU 854 : 330 staff.
- IV. All payment issue (except Incentive, OT, NDA) PLB Card (Regular and Retd staff), Arrear, Income tax, Due Drawn statement, Income certificate. LPC, File/Dak Correspondence. Liabilities Register of All Revenue Advances (Scooter-moped Computers, HBA etc advances and interest) Electric Bill, Rent and Water Charges etc. All employees' Income Tax Projection and preparation and distribution of Form No. 16. Pay slip distribution every month. Compilation of data for Budget estimate/grant. ECC loan and CMTD, SBF awards, Consumer Society, all institute contribution and recovery. LIC premium. PCO Allowance, all misc. payments. Maharashtra Labour Welfare Fund contribution of all Artisan staff. Trade Unions membership fees.

Duty list of A. Y. Goralkar(OS)

- i. He is working as OS/Bill (Artisan Pay Roll)
- ii. Bill Unit: 0115852 & 0115853
- iii. Nos of Artisan Staff in BU 852 : 123 staff
- iv. Nos of Artisan Staff in BU 853 : 166
- v. All payment issue (except Incentive, OT, NDA) PLB Card (Regular and Retd staff), Arrear, Income tax, Due Drawn statement, Income certificate. LPC, File/Dak Correspondence. Liabilities Register of All Revenue Advances (Scooter-moped Computers, HBA etc advances and interest) Electric Bill, Rent and Water Charges etc. All employees' Income Tax Projection and preparation and distribution of Form No. 16. Pay slip distribution every month. Compilation of data for Budget estimate/grant. ECC loan and CMTD, SBF awards, Consumer Society, all institute contribution and recovery. LIC premium. PCO Allowance, all misc. payments.

Maharashtra Labour Welfare Fund contribution of all Artisan staff.
Trade Unions membership fees.

Duty list of M.S. Sharma (OS)

- I. He is working as OS/Bill (Admn & Super Pay Roll - Total Bill Units (06)
- II. Bill Unit: 0115001, 002, 003, 004, 007, & 036
- III. Nos of Admn, Mini & Sup staff : 178 staff
- IV. All payment issue (including Incentive, OT, NDA) PLB Card (Regular and Retd staff), Arrear, Income tax, Due Drawn statement, Income certificate. Leave Account of all staff. LPC,file/Das correspondence, PCDO Statement regarding OT, TA & Incentive. Liabilities Register of All Revenue Advances (Scooter-moped Computers, HBA etc advances and interest) Electric Bill, Rent and Water Charges etc. All employees' Income Tax Projection and preparation and distribution of Form No. 16. Pay slip distribution every month. Compilation of data for Budget estimate/grant. ECC loan and CMTD, SBF awards, Consumer Society, all institute contribution and recovery. LIC premium. PCO Allowance, all misc. payments. Trade Unions membership fees.

e) Pass:-

1. Shri R W. Sonawane (Ch. OS)

Duty list of R W. Sonawane (Ch.OS)

- I. Dealing with Pass and PTOs of employees working in Administration building total 100 staff and also with retired & widow.
- II. Dealing with issue of card passes and other passes. School Pass etc.
Dealing computer advance.
- III. All Rajbhasha correspondence & Audit Para etc. All retired employee maintain in IPASS.

f) Settlement:-

- 1.) Smt. Sangita A. Bawiskar (OS)
- 2.) Shri Yogesh K. Patil (Sr. Cl.)

Duty list of Smt. Sangita A. Bawiskar (OS) & Shri Yogesh K. Patil (Sr. Cl.)

- i. Pre- Revision of PPO -2016 in ARPAN total retd. employees 1475,
- ii. Retd. employee future debit, CTG , Incentive refunded dues Office Note Put up to competent Authority , supply men tray generate in IPASS & with letter case sent to A/c's .
- iii. Fixed medical allowance office note put up to competent Authority letter written to A/c's for getting for FMA.
- iv. Dealing with Superannuation cases/VR/Death cases.
- v. Preparation of Medical Card, Family Identity Card, Pension Identity Card, Service Certificate. Per Month Superannuation settlement office Note, Put to competent authority, all concerned letter, letter written to A/c's for concurrence of Amt, & Prepared Pay order, Family Pension office Note Put up to Competent authority after then Booklet fill up & letter to written A/c's, all correspondence to Retd. employee & Hq's regarding grievances redressal.
- vi. All correspondence regarding Pre- revised PPO -2016 with HQ's & WAO etc.

g) Dispatch:-

1.) Smt. Sandhya Namdeo Sawkare (OS)

Duty list of Smt. Sandhya Namdeo Sawkare (OS)

- i. All Stationery required correspondence with Hq's.
- ii. All ELW/Staff Children Education Allowance application checked and with letter sent to A/c's for verification after than same finding in IPASS.
- iii. All types of application of SBF received checked and sent to HQ's for further proposed.
- iv. All types of notification office note put-up to competent authority, after than Exam letter prepared, medical prepared, finally letter prepared for training.
- v. TA Camp office note put-up to competent authority and prepared letter for training.
- vi. Deputation notification office note put-up to competent authority.
- vii. All types of Dak workshop & HQ's recd same distributed to concerned table.

h) **Gazzete:** -

1.) Shri P.L. Jungle (Ch.OS)

Duty list of Shri P.L. Jungle (Ch.OS)

- I. To prepare All ELW BSL's Gaz. Officer Paysheet alongwith Charge Assumed, charge certificate, Certificate of Relinquishing charge, Handing over & taking over charge. Correspondence of Composite Transfer Grant, Leave encashment, Laptop, Maintenance of reimbursement of Laptop, & to maintain LAP, Casual Leave register. Travelling Allowance. Correspondence of .Gaz. Officer Rly. Qtr. etc.
- II. To prepare Re-engagement of retire staff Pay sheet. & correspondence.
- III. All ELW BSL' staff Railway Quarter correspondence i.e Qtr. allotment, Mutual Exchange of Rly. Qtr. registration etc.
- IV. RTI Act-2005, all correspondence & on line RTI Cases.
- V. New Pension Scheme correspondence of ELW BSL's staff.
- VI. On line PG Portal
- VII. On line NIVARAN
- VIII. All ELW BSL's staff House Building Advance correspondence.
- IX. All other work which is allotted by Officers.
- X. Signature of Pass PTO's issued by Administrative Building staff.'

2.6 Existing & Proposed Staff Strength of establishment section: After discussion with section in-charge, other officials & and observation of work load. Existing and proposed staff strength at this section is given following table:-

Sr. No.	Section	Existing/ Proposed	Ch. OS	OS	Sr. Clerk	Jr. Clerk	Total
1	Cadre	Existing	1	1	1	0	3
		Proposed	1	1	1	0	3
2	SR	Existing	1	3	1	0	5
		Proposed	1	3	1	0	5
3	Bills	Existing	1	3	0	0	4
		Proposed	1	3	0	0	4
4	Pass	Existing	1	0	0	0	1
		Proposed	1	0	0	0	1
5	Settlement	Existing	0	1	1	0	2
		Proposed	1	1	1	0	3
6	Dispatch	Existing	0	1	0	0	1
		Proposed	0	1	0	0	1

7	Gaz.(Qtr.)	Existing	1	0	0	0	1
		Proposed	1	0	0	0	1
	Total	Existing	05	09	03	0	17
		Proposed	06	09	03	0	18

Existing & Proposed Staff Strength: After discussion with section In-charge, it is consider that one additional post of Ch.OS for settlement is required.

2.7 Drawing:

Workload: Following activities are nominated for this section:-

- Preparation of sample drawing of Loco sample through AutoCAD
- M&P procurement to supply
- Works program proposal initiating and maintenance of status
- DPWP program proposals and follow-up.
- HQ revenue estimate preparation.
- Checking digitalized of drawing supplied by outsourced agency.
- Print supply of drawing to section and other railways.

Existing & Proposed Staff Strength of drawing: Staff deployed at this section is as under:-

Design.	PML & GP	Drawing	
		Exist	Prop
Ch. OS	PML-7 (GP-4600)	0	0
OS	PML-6 (GP-4200)	0	1
Sr. Clerk	PML-5 (GP-2800)	0	0
Jr. Clerk	PML-2 (GP-1900)	0	0
Total		0	01

2.8 Procurement:

- 1) Shri P.R. Mate(os)
- 2) Shri T. P. Nehte (os)
- 3) Shri B.P. Rajput (os)

Duty list of Shri Shri P.R. Mate(os)

- I. Correspondence of BSNL Telephone Bill.
- II. Correspondence of CUG Bill. & Non Stock Supplier bill.
Correspondence regarding Ambulance Band Scout, Home Guards
Furniture Repair.

- III. Correspondence of Cycle/ Scooter Stand.
- IV. Administrative Building Garden correspondence
- V. Correspondence of Xerox Machine.
- VI. Correspondence of Scrap Disposal.
Correspondence of NRMU/CRMS PNM Meeting.
- VII. Preparation of T.V.
- VIII. Correspondence Warranty Failure cases File.
- IX. Correspondence Rejection Failure cases File.
- X. Correspondance of Surplus material disposal.
- XI. Preparation of letters for own staff collection of material from other Sheds.
- XII. MRM file Updation.
- XIII. Staff Correspondence.
- XIV. Dealing with Audit Para Correspondence.

Duty list of Shri T. P. Nehte (os)

- I. Matter relating to Stock.(Updating list of Must Change, Vital, Safety items.
- II. Monthly PCDO.
[ANNEXURE 10.1 & 10.4-SAFETY ITEMS CONVENTIONAL +3
PHASE(total 1017 items)
ANNEXURE 10.2 & 10.5-MUST CHANGE ITEMS CONVENTIONAL +3
PHASE(total 761 items)
ANNEXURE 10.3-NON STOCK HQ ITEMS
ANNEXURE 10.6-Must change and safety stock less than 06 months-
CONSUMABLE ITEMS POSITION
ANNEXURE C2-SUMMARY -Stock Out items (All stock items must
change and safety)
ANNEXURE C3-MONTHLY WARANTY FAILURE(given by OS proc)
ANNEXURE C4-CLW INDENTS SENT TO CLW(given by all procurement
supervosors
ANNEXURE C5-SCRAP ITEM SUMMARY(given by OS proc)
ANNEXURE C6-MUST CHANGE ITEMS NOT REPLACED IN MONTH
ANNEXURE C7-SUMMARY POSITION OF RSP ITEMS (given by
SSE/RSP)
ANNEXURE C8- 1)CABLE POSITION(given by proc supervisors)-
2)LUBRICATING ITEMS(OIL) POSITION- 3)PRESUMMER, PREWINTER
AND PRE MONSOON POSITION- 4)WHEEL AND AXLE POSITION (given
by all procurement supervisors)- 5) SUMMARY CREW FRIEDLY CAB
WORK(given by SSE/RSP)- 7)POSION OF PENDING STOCKING
PROPOSALS CONVENTIONAL- 8)POSION OF PENDING STOCKING
PROPOSALS 3 PHASE
ANNEXURE C9-Not pertains to procurementANNEXURE
C11-Not pertains to procurementANNEXURE

C12-1)RAP STOCK ITEM POSITION, 2)RAP NON STOCK, 3)RAP
PENDING STOCKING PROPOSAL]

- III. Meeting Agenda (HQ)
[HQ meeting agenda position and any other positions time to time,
Weekly anxiety meeting agenda preparation]
- IV. AR Revision / AAC updation .
[AAC revision by coordination with all procurement supervisors feeding
+ value adjusting as per Budget grant,
Stock master preparation co ordination, Description revision correction
slip issuing & record , Stocking proposal
(given by all procurement supervisors) sending to HQ and record,
Issue ticket file updation,]
- V. To maintain cardex.
- VI. Correspondence of stocking proposal.
- VII. Issue of Correction Slip.
- VIII. Revision of Description
- IX. Anxiety List of Wednesday Meeting.
- X. Stock Master Preparation.
- XI. Printed Issue Ticket File Preparation

Duty list of Shri B.P. Rajput (os)

- I. Preparation of Non-Stock demands.
- II. Maintain record of COS requisition folder.
- III. Detail matter related with CLW.
- IV. WAO concurrence & Account vetting.
- V. Preparation of Requisition cum Issue Note.
- VI. Requirement of funds of Non_Stock requisition, RSP, DRF & WMS.
- VII. Maintain record of T/S & Query folder recd. from COS/CSTM.
- VIII. Sending for verification of Non-Stock COS requisition.
- IX. Non-Stock Requisition enter in registered & sent to Dy. CMM/ACL.
- X. Maintain record of Dy. CMM/ACL requisition in file.
- XI. Maintain record of T/S & Query folder recd. from Dy. CMM/ACL.
- XII. Section dak received & distribution.
- XIII. Maintain records cancellation of requisition.
- XIV. Maintain pending PPC file position.
- XV. AES Recd. form depot to be distribute to concerned Supervisors &
After completion submit to Dy. CMM/ACL/BSL.
- XVI. Letter for sparing of material s to other sheds.

Workload: Following activities are dealt at this section

- 3 SSE to look after Electrical, Mechanical and 1 Non Loco tools etc.
procurement
- Procurement of 2030 Stock Items

- Procurement of Non Stock Items through 500 indents.
- Preparation of Indents.
- Stocking Proposal.
- Budgeting Quotation.
- Warranty failure on Material.
- Rejection of material.
- PCDO to CEE Office.
- Scrap disposal.

Existing & Proposed Staff Strength of procurement section : After discussion with section In-charge, it is consider that one additional Jr. Clerk is needed. Existing and proposed staff strength at this section is given following table:-

Design.	PML & GP	Procurement	
		Exist.	Prop.
Ch. OS	PML-7 (GP-4600)	0	0
OS	PML-6 (GP-4200)	3	3
Sr. Clerk	PML-5 (GP-2800)	0	0
Jr. Clerk	PML-2 (GP-1900)	0	1
Total		03	04

2.9 Tender:

- 1.) Smt. Harshda Mandalkar (OS)
- 2.) Smt. Shilpa A. Anne (OS)

Duty list of Smt. Harshda Mandalkar (OS)

- I. EMD verification & release related correspondence (Local Contract) .
- II. IB/PG monitoring & correspondence.
- III. Correspondence for execution of work / complaint / warranty with section /firm/shed.
- IV. Bills/MB/inspection report for payment, LD statement .
- V. O/n for release of PG, SD correspondence.
- VI. Budget matters, fund requirement, exchequer statement.
- VII. PCDO annexure, contract HQ, warranty.
- VIII. Any other work & other office assistance sought by incharge/ officer.

Duty list of Smt. Shilpa A. Anne (OS)

- I. Correspondence for execution of work / complaint / warranty with section /firm/shed.
- II. Bills/MB/inspection report for payment, LD statement .
- III. Extension for completion period correspondence.
- IV. O/n for release of PG, SD correspondence.

- V. Budget matters, fund requirement, exchequer statement.
- VI. Dak In / Out.
- VII. PCDO annexure, contract HQ, warranty.
- VIII. Any other work & other office assistance sought by incharge/ officer

Existing & Proposed Staff Strength of Tender section :

Existing and proposed staff strength at this section is given following table;-

Design.	PML & GP	Tender	
		Exist.	Prop.
Ch. OS	PML-7 (GP-4600)	0	0
OS	PML-6 (GP-4200)	2	2
Sr. Clerk	PML-5 (GP-2800)	0	0
Jr. Clerk	PML-2 (GP-1900)	0	0
Total		02	02

2.10 General Sections:

- 1.) Shri S.B. Patil (cos)
- 2.) Smt. V.N. Chaudhary (os)
- 3.) Shri D. M. Patil (Sr.Clerk* Re-engaged staff)

Duty list of Shri S.B. Patil (COS)

- I. Preparing Petrol and General Imprest.
- II. Imprest distribution among the section according to the office note .
- III. Disposal of Account Audit and ISA Report.
- IV. Disposal of reports coming from the audit section.
- V. Settlement of Man of the Month.
- VI. Performing correspondence related to the refreshment of all the officials.
- VII. Make a proposal for new furniture procurement.
- VIII. Making proposals for replacing the old furniture.
- IX. To make a proposal for making furniture scraps.
- X. Make Arrangement of commemorating the Railway Week and the award of the Employee.
- XI. Make Arrangement of Refreshments and residences of officials coming from headquarter, etc.
- XII. Deployment of cleanliness work by cleaning staff of Administration Building.

Duty list of Smt. V.N. Chaudhary (OS)

- I. Function of sending correspondence to all Railways
- II. To make Registry
- III. To make the entries of correspondence in the register and put up to concerning officers.
- IV. Perform work of Ch. OS when chief OS not available in office.
- V. To prepare gate pass.
- VI. Distributing stationary among sections.

Duty list of D. M. Patil (Sr.Clerk* Re-engaged staff)

- I. Stationery collection from Byculla and distribution.
- II. Licence fees, General Holiday correspondence with factory inspector.
- III. Purchase of new and repairing of old furnitures.
- IV. Collection of cleaning materials from DCOS.
- V. Annual return of various labour laws,ECA.
- VI. IOD cases ,fire cases correspondence.
- VII. In addition to above, any other work assigned to him by higher officials.

Workload: the workload at this section is as under,

- General supervision of workshop administrative office.
- Xerox machine tenders
- Dead Stock Register
- Audit Report
- Receipt /Dispatch of DAK
- Stationary
- General imprest Rs. 20,000/-
- Fuel imprest Rs. 2000/-
- Factory license.
- Arrangement of VIP meeting.
- MPCB proposal and renewal.
- Office program
- Audit files, Gate pass
- Deployment of peons as per requirement
- Deployment of khalasi/helpers as per requirement
- Supervision and deployment of Safaiwala s per requirement

Existing & Proposed Staff Strength of general section:

Considering the above workload, it is proposed that the existing staff strength should be revised as under:-

Design.	PML & GP	General	
		Exist.	Prop.
Ch. OS	PML-7 (GP-4600)	1	1
OS	PML-6 (GP-4200)	1	1
Sr. Clerk	PML-5 (GP-2800)	0	1
Jr. Clerk	PML-2 (GP-1900)	0	0
Total		2	3

2.11 Planning:

1.) Smt. Ksavita D. Adakmol. (os)

Duty list of Smt. Ksavita D. Adakmol. (OS)

- i. Issuing the Internal/External Work-Orders like Wheel-sets, Locos and other etc through FOX PRO.
- ii. Issuing the letter to Loco Sheds for Material Assistance received from Sections.
- iii. Issuing the letter to Sheds for Wheel-sets supply (WO/RSP).
- iv. Sending the compliance/closing report of Work-Orders (WO Costing) to WAO office for debit purpose.
- v. Acceptance of Transfer Vouchers received from TMW/Other Workshops etc.
- vi. Maintaining records of Office Letters and Files.
- vii. Other office correspondence assigned from time to time.
- viii. Budget matter: Maintaining Fund Availability Liability Register as per Demand Wise/Allocation-wise, Month-wise Expenditure Record Keeping and Budget preparation as per Stages ie, August Review, Revised Estimate/Budget Estimate, Final Modification & Appropriation Account.

Workload: the workload at this section is as under

- Correspondence with Sheds/Zone wise for monthly material planning to procurement section
- Correspondence with Shed/Zone for Call-in-program of loco for year

- Loco costing for estimate of earning of workshop
- Budget of Workshop
- Wheel work order for entire for all other units
- PCDO, Allotment meeting documents, other daily meeting
- Loco assembly related all correspondence and maintenance of documents
- NKRD/TMW correspondence

Existing & Proposed Staff Strength: Since the work of this section is mainly of technical nature, 3 SSE are handling to workload.

Design.	PML & GP	Plannig	
		Exist.	Prop.
Ch. OS	PML-7 (GP-4600)	0	0
OS	PML-6 (GP-4200)	1	2
Sr. Clerk	PML-5 (GP-2800)	0	0
Jr. Clerk	PML-2 (GP-1900)	0	0
Total		1	2

2.12 Technical:

Workload: Following activities are dealt at this section,

- RDSO/HQ instruction correspondence.
- Follow up of above inspection.
- Incorporation of instruction to loco check sheet.
- Six-Monthly review of check sheets.
- Customer shed feedback of failure.
- Investigation and reply of failures.
- Periodical meeting.
- Technical part of PCDO fro HQ.
- Loco shed correspondence approx 24 files.

Existing & Proposed Staff Strength: After discussion with depot supervisor, it is suggested that to handle and maintain the files one OS should be provided at this section in addition to existing staff.

Design.	PML & GP	Technical	
		Exist.	Prop.
Ch. OS	PML-7 (GP-4600)	0	0
OS	PML-6 (GP-4200)	0	1
Sr. Clerk	PML-5 (GP-2800)	0	0
Jr. Clerk	PML-2 (GP-1900)	0	0
Total		0	1

2.13 Rate Fixing:

Workload: Following activities are dealt at this section.

- Preparation of allowed time sheet of workshop staff.
- Calculation and verification of allowed time.
- Assessment of time for new activity.
- All other activities related to time and rate fixing for all activities.

Existing & Proposed Staff Strength: It is suggested that to handle and maintain the files one Clerks should be provided at this section in addition to existing staff.

Design.	PML & GP	Rate Fixing	
		Exist.	Prop.
Ch. OS	PML-7 (GP-4600)	0	0
OS	PML-6 (GP-4200)	0	0
Sr. Clerk	PML-5 (GP-2800)	0	0
Jr. Clerk	PML-2 (GP-1900)	0	1
Total		0	1

**2.15 Confidential:(CWM)
Sri Pintu Kumar(OS):-**

Duty list of Sri Pintu Kumar

- I. Working as PS of CWM.
- II. Correspondence regarding award as railway week award at GM's level, PCCE level, PCPO level.
- III. Instruction issued by CWM.
- IV. Confidential correspondence.
- V. Correspondence regarding APAR,SSE,JE, Ch. OS,CMA & CMS = 152 APAR. APAR of TMW/NK(SSE,JE & CMS for acceptance) Circulars of APAR & SPARROW.
- VI. Letters of other sections & Miscellaneous Correspondence.
- VII. Tour programme of CWM(EQ&ORH)
- VIII. Personnel file of CWM for Office.
- IX. Night inspection by Officers of ELW/BSL.
- X. The Lokpal-Lokaukta Act 13 & Immovable property returns of CWM.
- XI. Fax, E-Mail & scanning related work.
- XII. Updating of leaves of Officers.
- XIII. Correspondence regarding meeting & TMW/NKRD related.

Dy CWM:

1.) Shri Anand Hari Bilade (cos)

Duty list of Shri Anand Hari Bilade (COS)

- I. Correspondences for Co-ordination Meeting and CEE inspections.
- II. Display of Dy. CWM (ELW) BSL's instruction.
- III. Correspondences for Safety.
- IV. Section inter changes order for Supervisor staff.
- V. Section inter changes order for Artisan staff.
- VI. Section Posting order for Artisan staff.
- VII. Correspondences for Rajbhasha.
- VIII. Correspondences of APAR for All ELW staff
- IX. Correspondences for Court cases.
- X. DAR cases.
- XI. Correspondences for Budget.
- XII. Correspondences for Audit Paras.
- XIII. Correspondences for Account Inspection.
- XIV. PNM.
- XV. Monthly position.
- XVI. Weekly position.
- XVII. Correspondences for TA Camps.

Existing & Proposed Staff Strength of confidential & Dy. CWM:-

Design.	PML & GP	CWM		Dy. CWM	
		Exist.	Prop.	Exist.	Prop.
Ch. OS	PML-7 (GP-4600)	0	0	1	1
OS	PML-6 (GP-4200)	1	1	0	0
Sr. Clerk	PML-5 (GP-2800)	0	0	0	0
Jr. Clerk	PML-2 (GP-1900)	0	1	0	1
Total		1	2	1	2

2.16 Time Office:

- 1.) Shri D. k. Ganguly (COS)
- 2.) Shri C. S. Khadse (OS)
- 3.) Shri P.K. Hiranman(OS)
- 4.) Shri L.D. Meshram (OS)
- 5.) Smt. Julie Arti William Lolly (OS)
- 6.) Shri Y. H. Tayade (OS)
- 7.) Shri G. M. Nikhare (OS)
- 8.) Smt. Puspa Vinod Khale (Sr.Cl.)

- a) Duty list of Shri D. k. Ganguly (COS)
 - i) Overall in-charge of time office.
 - ii) He is supervising the work of Time Office, and ensure proper Manning of punching booths in 6 shifts.
 - iii) Looking after the important correspondence and responsible for cleanliness of time office premises.
 - iv) Maintaining attendance register of SSE, clerical staff, time keeper and dresser of health department.
 - v) To certify application for leave encashment & ECC loan.
 - vi) Raising weekly/monthly staff absentee position for their payment / ARD.
 - vii) He is responsible for correspondence related to staff injuries and audit office reports related correspondence.
 - viii) Other work which is arises time to time.

1.Shri C. S. Khadse (OS)	<ul style="list-style-type: none"> ❖ Working as Time Keeper. ❖ Preparing GA card. ❖ Preparing OT, NDA & incentives statement. ❖ Preparing & updating muster.
2.Shri P.K. Hiranman (OS)	
3.Shri Y. H. Tayade (OS)	

4.Shri G. M. Nikhare (OS)	❖ Time in- out punching. ❖ Maintaining Leave Record of staff. ❖ Attendance collection from SSE. ❖ Computer Feeding for negative attendance (Daily). ❖ Time Sheet of Each Employee. ❖ Monthly Attendance sheet. ❖ Preparing ARD position etc.
5. Smt. Puspa Vinod Khale (Sr.Cl.)	
6.Shri L.D. Meshram (OS)	❖ Dealing with privilege Pass, PTO and on duty pass of employees working in work shop. ❖ Other work which is allotted by Ch. OS.
7.Smt. Julie Arti William Lolly (OS)	

Workload: The workload of this office is as under,

- Manning of punching booths in 6 shifts
 - 5 Shifts in morning
 - 1 shift evening
 - 4 Time in out punching
- Leave Record of staff
- Attendance collection from SSE
- Computer Feeding for negative attendance (Daily)
- Time Sheet of Each Employee
- Monthly PCDO
- Monthly Attendance sheet
- Duty pass/Privilege Pass/PTO of 1200 Employees.

Existing & Proposed Staff Strength: Considering the above details, the requirement of clerical staff at workshop is as under,

Design.	PML & GP	Time Office:	
		Exist.	Prop.
Ch. OS	PML-7 (GP-4600)	1	1
OS	PML-6 (GP-4200)	6	7
Sr. Clerk	PML-5 (GP-2800)	1	1
Jr. Clerk	PML-2 (GP-1900)	0	0
Total		8	9

2.17 Workload: Apart from technical works, work at some sections in workshop also includes excessive file handling and correspondence with various offices/Sheds and zones. Deployment of clerical staff is considered justifies at these sections. Such deployment is also justifies at those section where record keeping for Stock, Bills & Vouchers is required.

Section which includes above activities is as under:-

1 MCO :-

1.) Shri Ashok B. Thakur (cos)

Duty list of Shri Ashok B. Thakur (cos)

- I. Receiving of Non – Stock material from COS/DCOS/RSP Etc.
- II. Material received from all over firm and taken in to DRR register for further record.
- III. Necessary file for Non-Stock material to be taken from SSE material detail (Proc.) ELW.
- IV. To maintain the file by tagging the documents in file received from firm for material details.
- V. Making the practical test report of non stock material received for handing over the material to consignee section with details.
- VI. Material to be entry in computer material received from RSP, PPC, CLW/CRJ,etc.
- VII. Updating record in computer for further process.
- VIII. Collection of practical test report of COS non stock material received from various sect. suitability /rejection of material.
- IX. Preparing Challan to release 95% bill for the material received with in time period after handing over the material to consignee section duly verified by SSE (MCO) ELW and handover file to SSE(Proc.) ELW.
- X. Preparing bill for 100% & 5% for the material whose practical suitability received from consignee section.
- XI. Verification of document like rates Inspection certificates, challan, invoice and gate pass for the material received from COS/ firm as per invoice.
- XII. Collection of local issue ticket for material which is received from COS & suitable and to maintain record I proper way.
- XIII. Feeding data in computer for the materials issued to other shed / workshop and the material received from other shed in this shop.
- XIV. Maintaining the record of washing power distribution record by receiving the Local Issue ticket from section.
- XV. Making statement of transaction of material received from other shed /workshop & issued to other shed /workshop.
- XVI. Staff welfare like collection of and various other activities maintaining proper record in register of MCO section.
- XVII. Maintaining the record of driver attendance for monthly schedule stock / Non stock.

- XVIII. Making calculation sheet monthly for the material received from the other shed/workshop with the help of OS stock & issued to SSE/Proc./Plan/WAO ELW shed.

2. **M.W :-**

1.) Shri Ravindra V. Sonawane (OS)

Duty list of Shri Ravindra V. Sonawane (OS)

- I. Uploading the receipt & issue of material in DRR & DIR registers respectively.
- II. Preparation of issue ticket in accordance with DDR & DIR.
- III. Updating the material Ledgers in accordance with DDR & DIR. OS store will responsible for any lapses in the material ledger.
- IV. Maintain the M&P/dead stock registers & ledgers.
- V. Updating the Expenditure register of M&P.
- VI. Processing of proposals against SOPGEN Power & updating of the SOPGEN register.
- VII. Maintaining of all manuals of M&P.
- VIII. Updating the Demand register for MW-I Demands.
- IX. Correspondence related to staff matter, IOD cases etc.
- X. Keeping of proper Co-ordination with supervisors of MW-I section & MCO section.
- XI. Any other work assigned time to time.
- XII. Maintaining of M&P ledgers for all M&P in respect of new receiving and condemnation of M&P with all file.

3. **Wheel Section :**

One OS, Required for maintenance of record work order of other sheds.

4. **Inspection Section:**

One OS, Required for correspondence & record maintenance of inspection section.

5. **Existing & Proposed Staff Strength of MCO, MW, Wheel & Inspection section: -**

Design.	PML & GP	MCO		MW		Wheel		Insp.	
		Exist.	Prop.	Exist	Prop	Exist	Prop	Exist	Prop
Ch. OS	PML-7 (GP-4600)	1	1	0	0	0	0	0	0
OS	PML-6 (GP-4200)	0	1	1	1	0	1	0	1
Sr. Clerk	PML-5 (GP-2800)	0	0	0	1	0	0	0	0
Jr. Clerk	PML-2 (GP-1900)	0	0	0	0	0	0	0	0
Total		01	02	01	02	0	01	0	2

2.18 Requirement of clerical staff: Cadre wise requirement of staff, as identified after discussion with section in-charge and practicable distribution of workload. However, to save the channel of promotion it is recommended that surrender should be implemented against lowest post of cadre shall be as under:-

Sr. No.	Section	Existing/ Proposed	Ch. OS	OS	Sr. Clerk	Jr. Clerk	Total
1.	Cadre	Existing	1	1	1	0	3
		Proposed	1	1	1	0	3
2.	SR	Existing	1	3	1	0	5
		Proposed	1	3	1	0	5
3.	Bills	Existing	1	3	0	0	4
		Proposed	1	3	0	0	4
4.	Pass	Existing	1	0	0	0	1
		Proposed	1	0	0	0	1
5.	Settlement	Existing	0	1	1	0	2
		Proposed	1	1	1	0	3
6.	Dispatch	Existing	0	1	0	0	1
		Proposed	0	1	0	0	1
7.	Gaz.(Qtr.)	Existing	1	0	0	0	1
		Proposed	1	0	0	0	1
8.	Drawing	Existing	0	0	0	0	0
		Proposed	0	1	0	0	1
9.	Procurement	Existing	0	3	0	0	3
		Proposed	0	3	0	1	4
10.	Tender	Existing	0	2	0	0	2
		Proposed	0	2	0	0	2
11.	General Sec.	Existing	1	1	0	0	2
		Proposed	1	1	1	0	3
12.	Planning	Existing	0	1	0	0	1
		Proposed	0	2	0	0	2
13.	Technical	Existing	0	0	0	0	0
		Proposed	0	1	0	0	1
14.	Rate Fixing	Existing	0	0	0	0	0
		Proposed	0	0	0	1	1
15.	Confidential	Existing	0	1	0	0	1
		Proposed	0	1	0	1	2
16.	Dy. CWM	Existing	1	0	0	0	1
		Proposed	1	0	0	1	2
17.	Time Office	Existing	1	6	1	0	8
		Proposed	1	7	1	0	9

18.	MCO	Existing	1	0	0	0	1
		Proposed	1	1	0	0	2
19.	MW	Existing	0	1	0	0	1
		Proposed	0	1	1	0	2
20.	Wheel	Existing	0	0	0	0	0
		Proposed	0	1	0	0	1
21.	Inspection	Existing	0	0	0	0	0
		Proposed	0	1	0	0	1
Total		Existing Deployment	09	31	04	00	44
		Proposed	10	31	06	04	51
		Sanction Strength	10	31	12	09	62

As it can be seen from the table above that, need base requirement of staff in clerical cadre is COS 10 staff, OS 31 staff, Sr. Clerk 06 staff in against existing Sanction Strength 12 staff and Jr. Clerk 4 staff in against existing Sanction Strength 09 staff.

	Designation	Sanctioned Strength	Man On Roll	Vacancy	Existing Deployment	Need base Requirement	Identified Surplus
	Ch. OS	10	09	01	09	10	00
	OS	31	24	07	24	31	00
	Sr. Clerk	12	04	08	04	06	06
	Jr. Clerk	09	00	09	00	04	05
Total		62	44	25	37	51	11

2.19 As it can be seen from the table above that need based requirement of Sr. Clerk 06 staff in against existing Sanction Strength 12 staff and Jr. Clerk 4 staff in against existing Sanction Strength 09 staff.

2.20 Recommendation 1: 6 posts of Sr. Clerk and 05 posts of Jr. Clerk are identified as surplus and may be surrendered immediately.

Chapter 3	Financial Implication
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After critical analysis to identify need base requirement of staff to cater existing workload, a total of 11 posts are identified surplus, this includes, 6 posts of Sr. Clerk and 5 posts of Jr. Clerk.

4.1 The financial implication (tentative) is as under:

Sr. No	Category	Level	Pay Scale	Mean Value	Monthly Money Value	Yearly per post money value	No. of posts	Total Annual saving in Rs.
1	Sr. Clerk	5	29200-92300	60750	66218	7,94,616	6	47,67,696
2	Jr. Clerk	2	19900-63200	41550	45290	5,43,480	5	27,17,400
Total							11	74,85,096

Note: - The above mentioned reduction in annual expenditure Rs. 74, 85,096 is subject to actual posts are surrendered.