

## CENTRAL RAILWAY

# **‘Review of Ministerial (Non- Personnel) Staff of TMW, NKRD’ WSCR/ELECT /BSL/7/18-19**

**TRACTION MACHINE WORKSHOP/NASIK ROAD**

.....

**OFFICERS AND SUPERVISOR FROM WORK STUDY CELL**

| Officers & Inspectors                 |                                  |
|---------------------------------------|----------------------------------|
| Officers                              | Inspectors                       |
| Shri Anil Talreja<br>Secretary to AGM | Shri Lakhanji Jha<br>Sr. WSI/BSL |

**Co-ordinating Officer & Supervisor from ELW /BSL**

| Co-ordinating Officer & Supervisor |                                 |
|------------------------------------|---------------------------------|
| Shri A. V. Kulkarni<br>APO (TMW)   | Shri. V.K. Avhad<br>Ch.OS (ELW) |

## SYNOPSIS OF THE STUDY

|                                 |   |
|---------------------------------|---|
| Study Number                    | : WSCR/ELECT /BSL/7/18-19                         |
| Name of Study                   | : “REVIEW OF Ministerial (NP) staff of TMW NKRD.” |
| Approved by                     | : AGM   |
| Department                      | : ELECTRICAL                                      |
| Division                        | : HQ (BSL)  |
| Date of Commencement            | :13/11/2018                                       |
| Date of Completion              | :20/12/2018                                       |
| Date of Submission              | :26/12/2018                                       |
| No. of Recommendations          | : 01  |
| Sanctioned Strength             | : 21  |
| No. of Men studied              | :16   |
| No. of vacancies                | :05   |
| No. of posts identified surplus | :03   |
| Financial implications          | : Rs. <b>24,76,704/=</b>                          |
|                                 |   |

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The work-study team is also thankful to Shri A.V. Kulkarni, APO (TMW)/NKRD, Shri V.K. Avhad, Chief Office Superintendents and other 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 TMW/NKRD” has been included in Annual Work-Study programme 2018-19 with No. WSCR/ELECT /BSL/07/18-19.

The terms of reference for the study is to review of Ministerial (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       | 02 posts of OS and 01 post of Jr. Clerk are identified as surplus and may be surrendered immediately. | 25       |

**Brief History:****1. History of Traction Machine Workshop Nasik Road.**

TMW/NKRD was commissioned in the year 1981. This workshop was established for the rewinding/rehabilitation of 30 TAO Armatures per month of traction motors of electric locos. Over the years, TMW has diversified its activities in rehabilitation of armatures and stators of different types of DC traction motors, Smoothing reactors. Further, this workshop has updated its activities in manufacturing and rehabilitation of rotors and stators of different types of three phase traction motors.

Today this workshop has capacity of rewinding/ rehabilitation of 545 armatures of different type of DC traction motors. Moreover, this workshop is manufacturing/rehabilitating 120 rotors and 90 stators of different types of three phase traction motors. This workshop is the only workshop of rewinding/rehabilitation of rotors and stators of different types of three phase traction motors of EMU and electric locos of Indian Railway.

**Activities of Traction Machine workshop:**

- Rewinding, reshafting and unscheduled repairs of TAO 659 Armatures.
- Rewinding, reshafting and unscheduled repairs of HS 15250 Armatures.
- Electrical rehabilitation of TAO 659 stators.
- Electrical rehabilitation of HS 15250 stators.
- Conversion of TAO 659 stators to TAOCHI stators.
- Electrical repairs of SL 30.
- Conversion of SL 42 to SL 30.
- Electrical rehabilitation of ARNO stators.
- 3Ø Rotor and Stator electric rehabilitation and manufacturing.

To achieve production/maintenance target, various mechanical and electrical machines are working continuously along with devoted staff of this workshop in a shift. Factory Act-1948 is applicable for TMW/NKRD workshop.

TMW/ Nasik family has a sanctioned strength 526 staff, MOR 418 including Supervisor, Technical, Non-Technical, Clerical and Other staff.

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

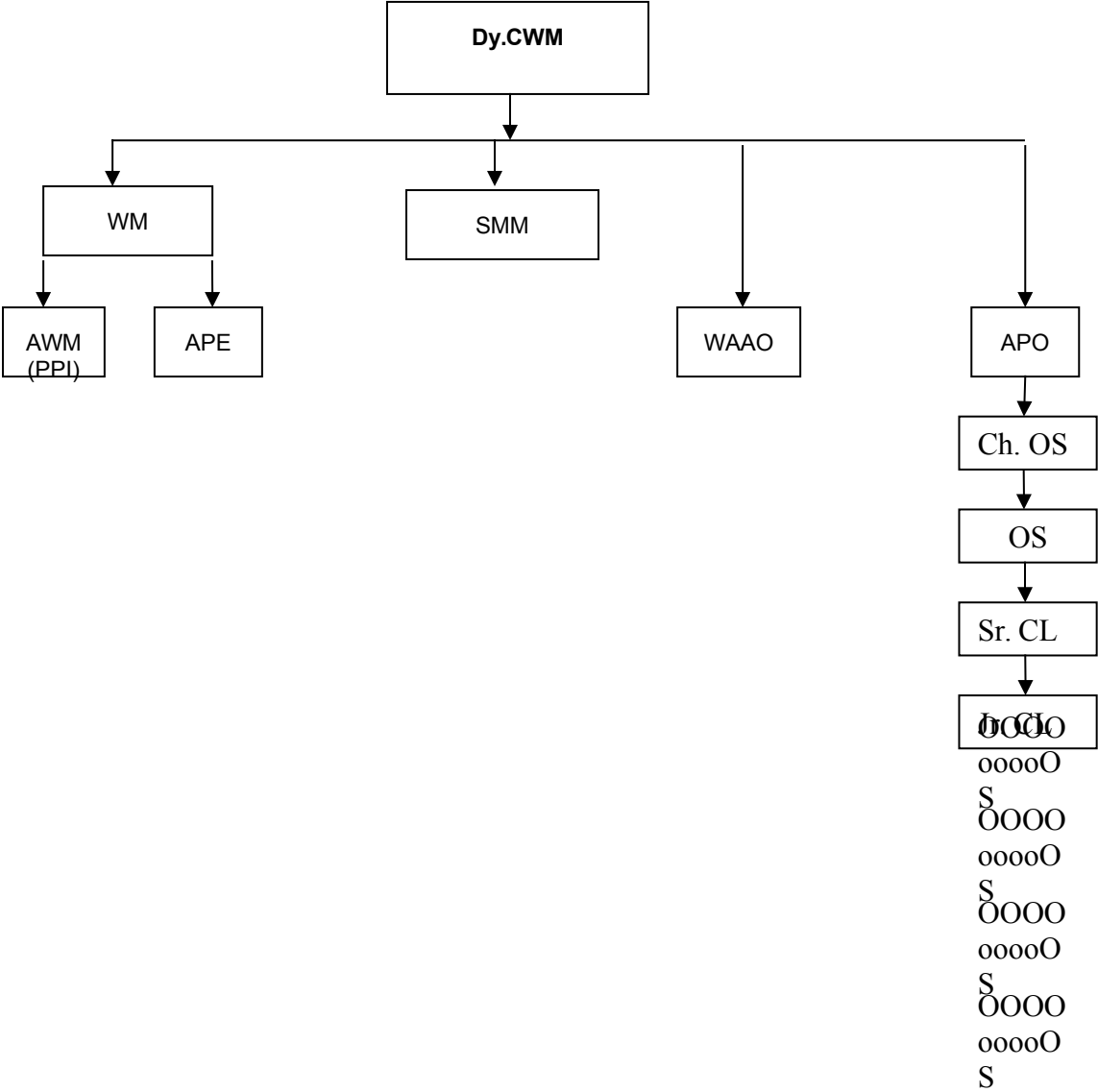
The clerical staff deployed at administrative building at TMW/ Nasik Road, is Non-Personnel staff. Some sections, dealing with technical issues and headed by Senior Section Engineers and assisted by JE/OS/Clerks.

Sections dealing with non technical issues, like General, Bills, Cadre are headed by Ch.OS, 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.

**2.1 Authority of control:** - Dy. CWM is the overall administrative officer of the TMW/Nasik Road. The organizational structure of TMW/Nasik Road in form of chart is given below:-





## **2.2 Activities taken by clerical staff:-**

- 1) Maintenance of dead stock.
- 2) Dealing with all store related matters.
- 3) Payment of CUG, telephone & electric bills & other related work.
- 4) Dealing with all contractual & scrap work.
- 5) Dealing with imprest for various purposes.
- 6) Correspondence with other government/private offices.
- 7) 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. Payment & Allowances
- X. Settlement

## 2.3 Sanctioned strength:

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

| STATEMENT SHOWING THE SCALE CHECK AS ON November - 2018. |              |    |           |     |     |             |    |     |            |             |      |
|--|--------------|----|-----------|-----|-----|-------------|----|-----|------------|-------------|------|
| Sr. No   | Category     | ML | TMW cadre |     |     | Steam cadre |    |     | Total San. | Total Opre. | Vac. |
|  |              |    | SS        | OP  | VAC | SS          | OP | VAC |            |             |      |
| Supervisor   |              |    |           |     |     |             |    |     |            |             |      |
| 1  | SSE.         | 7  | 32        | 30  | 2   | 4           | 3  | 1   | 36         | 33          | 3    |
| 2  | CTA          | 7  | 1         | 1   | 0   |             |    |     | 1          | 1           | 0    |
| 3  | JE           | 6  | 15        | 1   | 14  | 1           | 0  | 1   | 16         | 1           | 15   |
| 4  | CMS-I        | 7  | 1         | 1   | 0   |             |    |     | 1          | 1           | 0    |
| 5  | Instructor   | 7  | 1         | 1   | 0   |             |    |     | 1          | 1           | 0    |
| TOTAL:-  |              |    | 50        | 34  | 15  | 5           | 3  | 2   | 55         | 37          | 18   |
| Artisans.  |              |    |           |     |     |             |    |     |            |             |      |
| 1  | MCM          | 6  | 102       | 99  | 3   | 4           | 4  | 0   | 106        | 103         | 3    |
| 2  | TECH-I       | 5  | 192       | 125 | 67  | 0           | 0  | 0   | 192        | 125         | 67   |
| 3  | TECH-II      | 4  | 30        | 29  | 1   | 0           | 0  | 0   | 30         | 29          | 1    |
| 4  | TECH-III     | 2  | 36        | 38  | 2+  | 0           | 0  | 0   | 36         | 38          | 2+   |
| TOTAL:-  |              |    | 360       | 291 | 69  | 4           | 4  | 0   | 364        | 295         | 69   |
| Ministerial Staff  |              |    |           |     |     |             |    |     |            |             |      |
| 1  | Ch. OS       | 7  | 4         | 4   | 0   |             |    |     | 4          | 4           | 0    |
| 2  | OS           | 6  | 11        | 9   | 2   |             |    |     | 11         | 9           | 2    |
| 3  | SR.CL        | 5  | 3         | 0   | 3   |             |    |     | 3          | 0           | 3    |
| 4  | JR.CL        | 2  | 3         | 3   | 0   |             |    |     | 3          | 3           | 0    |
| 5  | CA           | 7  | 1         | 1   | 0   |             |    |     | 1          | 1           | 0    |
| 6  | Steno I      | 6  | 1         | 0   | 1   |             |    |     | 1          | 0           | 1    |
| 7  | Chief Typist | 6  | 2         | 1   | 1   |             |    |     | 2          | 1           | 1    |
| 8  | S & WI       |    | 1         | 1   | 0   |             |    |     | 1          | 1           | 0    |
| 9  | Sr. Trans.   | 6  | 1         | 1   | 0   |             |    |     | 1          | 1           | 0    |
| 10   | Cant. Man.   | 2  | 1         | 0   | 1   |             |    |     | 1          | 0           | 1    |
| TOTAL:-  |              |    | 28        | 20  | 8   | 0           | 0  | 0   | 28         | 20          | 8    |
| Drawing cadre staff                                      |              |    |           |     |     |             |    |     |            |             |      |
| 1  | SSE (Drg)    | 7  | 3         | 1   | 2   |             |    |     | 3          | 1           | 2    |

|                                 |          |   |     |     |     |   |   |   |     |     |     |
|---------------------------------|----------|---|-----|-----|-----|---|---|---|-----|-----|-----|
| 2                               | JE (Drg) | 6 | 2   | 1   | 1   |   |   |   | 2   | 1   | 1   |
| TOTAL:-                         |          |   | 5   | 2   | 3   | 0 | 0 | 0 | 5   | 2   | 3   |
| Group "D"- Miscellaneous        |          |   |     |     |     |   |   |   |     |     |     |
| 1                               | COOK     | 1 | 1   | 1   | 0   |   |   |   | 1   | 1   | 0   |
| 2                               | PEON     |   | 5   | 4   | 1   |   |   |   | 5   | 4   | 1   |
| 3                               | CDMH.    |   | 1   | 1   | 0   |   |   |   | 1   | 1   | 0   |
| TOTAL:-                         |          |   | 7   | 6   | 1   | 0 | 0 | 0 | 7   | 6   | 1   |
| Group "D"- Workshop             |          |   |     |     |     |   |   |   |     |     |     |
|                                 | Khalasi  | 1 | 66  | 57  | 9   | 0 | 0 | 0 | 66  | 57  | 9   |
| TOTAL:-                         |          |   | 66  | 57  | 9   | 0 | 0 | 0 | 66  | 57  | 9   |
| Drawing Section group "D" staff |          |   |     |     |     |   |   |   |     |     |     |
| 1                               | F.KH     | 1 | 1   | 0   | 1   |   |   |   | 1   | 0   | 1   |
| TOTAL:-                         |          |   | 1   | 0   | 1   | 0 | 0 | 0 | 1   | 0   | 1   |
| GRAND TOTAL                     |          |   | 517 | 410 | 107 | 9 | 7 | 2 | 526 | 417 | 109 |
|                                 |          |   |     |     |     |   |   |   |     |     |     |

\* As per scale check provided by TMW/NKRD

#### 2.4 Non Personnel Ministerial Staff Sanctioned Strength:-

| Sr. No.                | DESIGNATION         | Pay Matrix Level | SS        | MOR       | Vac.      |
|------------------------|---------------------|------------------|-----------|-----------|-----------|
| <b>CLASS III STAFF</b> |                     |                  |           |           |           |
| 1                      | CHIEF OFFICE SUPDTT | PML-7 (GP-4600)  | 04        | 04        | 00        |
| 2                      | OFFICE SUPDTT       | PML-6 (GP-4200)  | 11        | 09        | 02        |
| 3                      | SR CLERK            | PML-5 (GP-2800)  | 03        | 00        | 03        |
| 4                      | JR CLERK            | PML-2 (GP-1900)  | 03        | 03        | 00        |
| <b>Total</b>           |                     |                  | <b>21</b> | <b>16</b> | <b>05</b> |

#### 2.5 Location wise ministerial staff with distribution

| Sr No. | Location     | Section               | No. of Staff | Category  |     |        |       | Job Assigned  |
|--------|--------------|-----------------------|--------------|-----------|-----|--------|-------|---|
|        |              |                       |              | Ch Os     | OS  | Sr.C L | Jr.CL |   |
| 1      | ADM Building | General               | 04           | 02        | 01  | Nil    | 01    | DAR, Allotment of Rly, Quarters, General Imprest, Telephone, Mobile Bills, MSEB, Pump House Bills, PNM matters, Office procedure etc. |
| 2      | ADM Building | Bills/Salary Section  | 04           | 01        | 02  | Nil    | 01    | Salary bills, Settlement, advances, etc   |
| 3      | ADM Building | Estt. (Cadre) Section | 02           | 01        | 01  | Nil    | Nil   | Transfer & Posting order, Promotions, Recruitment, Cadre, etc.  |
| 4      | ADM Building | SR Section            | 01           | Nil       | 01  | Nil    | Nil   | Maintaining of Service Register & Personnel Files NOC & Vigilance clearance etc.  |
| 5      | Workshop     | Time Office           | 02           | Nil       | 02  | Nil    | Nil   | Card punching, Leave record maintain of workshop staff, attendance position etc.  |
| 6      | Workshop     | SSE Office            | 01           | Nil       | 01  | Nil    | Nil   | Correspondence with all SSE's in SSE Office   |
| 7      | Workshop     | SSE (Non Stock Store) | 01           | Nil       | Nil | Nil    | 01    | Store A/C maintaining with SSE N/S  |
| 8      | ADM Building | SSE Budget&           | 01           | Nil<br>12 | 01  | Nil    | Nil   | Correspondence related with budget debit, credit & transfer vouchers.   |

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.

## **2.6 Establishment:**

### **a) Cadre:-**

- 1) Shri B. S. Pathak (Ch.OS)
- 2) Shri W.S. Nikam(OS)

#### **Duty list of Shri B. S. Pathak (Ch.OS)**

- I. Overall in charge of establishment section, general supervision, & dealing of SR related matter.
- II. Dealing with appointments of all types of staff as SSE, JE, Technician& helper etc through RRB & RRC.
- III. Checking all documents related to appointment and prepares SR.
- IV. Dealing with CG appointments.
- V. Dealing with promotion related work for all staff.
- VI. Dealing with departmental selection & staff rotation.
- VII. To maintain post based roster & prepare scale check and send to account office.
- VIII. Preparing MPP statement and statement 40. Dealing with PNM, RTI and quarterly position.
- IX. Preparing vacancy indents and send the position to RRB & RRC (on line)
- X. Preparing seniority list of all staff as SSE, JE, technician, welder, carpenter etc.
- XI. Dealing with Act Apprentice training etc.

#### **Duty list of Shri W.S. Nikam (OS)**

- I. Dealing with MACP, group B selection and own request/mutual/ transfer 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. Make entry in Service Book for new appointed staff and prepare top sheet.
- VII. Assist to Ch. OS in promotion related work & Act Apprentice training related work.
- VIII. All other work which is allotted.
- IX. Dealing with Project Saksham, 10%-40% selection of helper, CPO conference and shield, vacancy indent, MP/MLA reference etc.

**b) SR:-**

1. Shri R.B. Wagh.( OS)

Duty list of Shri R.B. Wagh.( OS)

- I. SR Dealing of 430 employees, to make all entries in SR i.e. Increment, leave Encashment, all Awards, Punishment etc.
- II. SR related work of Inter Railway Transfer, Mutual Transfer, Own Request Transfer.
- III. Dealing with No Objection Certificate for Passport, Ex- India Leave, Office Note for appearing higher exam.
- IV. Making all entries of all employees in ESR System, prepared 7th CPC fixation Sheet, Retirement (superannuation/VRS/etc) completion of all final settlement cases, Promotion & MACP Entries, confidential report APAR fill up etc.
- V. Preparing service certificate for TMW staff.
- VI. Provide CD of SR to retired employees from Sept. 2018

**c) Bills:-**

1. Shri N. M. Mujumdar(Ch.OS)
2. Shri P. P. Kute (OS)
3. Smt. S. P. Kulkarni(OS)
4. Smt. W.A. Shaikh (Jr. Cl.)

Duty list of Shri N. M. Mujumdar(Ch.OS)

- I. He is working as Ch.OS/Bill section and preparing regular & supplementary Pay- sheet.
- II. Bill Unit: 011-010 & 011-011
- III. Nos of Artisan Staff in BU011-010: 203 staff
- IV. Preparing Act Apprentice Pay- Sheet. Nos of Act Apprentices in BU 011-011 : 25
- V. Dealing with all payment issue like TA, NDA, Tuition fee reimbursement, leave encashment, PLB Card (Regular and Retd. staff), Arrear, Income tax, Due Drawn statement, Income certificate. LPC, File/Dak Correspondence. Electric Bill, Rent and Water Charges etc. All employees' Income Tax Projection and preparation and distribution of Form No. 16. Pay slip distribution in 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 recovery.

Duty list of Smt. S. P. Kulkarni (OS)

- i. He is working as OS/Bill section and preparing regular & supplementary Pay- sheet.
- ii. Bill Unit: 011- 101 30 (Office Staff), 011- 103 35(SSE Staff), 011- 107 02(Officers), 011- 203 148(NPS Artisan Staff), 011- 204 01(JE Staff),  
ii. Nos Total Staff: 216 staff.
- iii. Dealing with all payment issue like TA,Tuition fee reimbursement, leave encashment, PLB Card (Regular and Retd staff), Arrear, Income tax, Due Drawn statement, Income certificate. LPC, File/Dak Correspondence. Electric Bill, Rent and Water Charges etc. All employee's Income Tax Projection and preparation and distribution of Form No. 16. Pay slip distribution in every month. ECC loan and CMTD, Consumer Society, all institute contribution and recovery. LIC premium. All misc. payments. Maharashtra Labour Welfare.
- iv. Fund contribution of all Artisan staff. Trade Unions membership recovery. Feeding Monthly changes in IPASS system.

Duty list of Smt. W.A. Shaikh (Jr.Cl.)

Link Staff: - Smt. S.O. Bhavsar (Jr. Clerk)

Duty list of Smt. W. A. Shaikh (Jr. Cl.)

- i. Dealing dispatch related work.
- ii. Receiving all types of Dak from workshop & HQ's and same distributed to concerned table.
- iii. Dealing with PF, HBA, NDA, income certificate and advances.
- iv. Upkeep the record of incoming and outgoing Dak according to prescribed manner.
- v. Update and maintain record pertaining to this cell.
- vi. Maintain files pertaining to this cell according to prescribed instruction. Liabilities Register of All Revenue Advances (Scooter-moped, Computers, HBA etc advances and interest)
- vii. Maintain master files pertaining to this cell including circulars & letters of railway board and HQ.
- viii. Others work time to time given by higher officials.

Duty list of Shri P. P. Kute (OS Settlement)

- I. He is working as OS/Bill and dealing with settlement cases of TMW employees.
- II. Pre- Revision of PPO -2016 in ARPAN total ret'd. employees 1475,
- III. Dealing with various types of forms & booklets related to settlement as GP-46, G-95, G-15, Annexure C and put up competent authority and send to account department.

- IV. No dues, DAR, last 10 years service record of employees obtained and put up to competent authority and send to account department for further action.
- V. Retd. employee future debit, CTG , arrears Office Note Put up to competent Authority , generate in IPASS & with letter & case sent to A/c's .
- VI. Put up office note to competent Authority for approval of Fixed medical allowance & forward it to A/c's.
- VII. Dealing with Superannuation cases/VR/Death cases.
- VIII. Preparation of Medical Card, Family Identity Card, Pension Identity Card, Service Certificate. Per Month Superannuation settlement office Note Put to competent authority & send all concerned. Dealing with All retiring benefit related document as DCRG, GIS, Commutation, Leave salary, pension etc. Letter written to A/c's for concurrence of Amt, & Prepared Pay order. Put up office Note to competent authority for Family Pension, after then fill up Booklet & letter is written to A/c's. All correspondence related to Retd. employee & Hq's regarding grievances redressal.
- IX. Superannuation of TMW ratio is Average 05 employees in a month.
- X. Dealing with correspondence of medical reimbursement cases.

**d) Pass:-**

1. Shri M.K. Vinod Mutanle( OS Typist)  
Link Staff :- Smt. S.O. Bhavsar (Jr. Clerk)

Duty list of M.K. Vinod Mutanle (OS Typist)

- i. Dealing with Pass and PTOs of employees working in TMW and also with retired employees & widow pass.
- ii. Dealing with issue of card passes, Spl. Duty pass, School Pass and other passes. etc. Update and maintain record pertaining to this cell.
- iii. Maintain files pertaining to this cell according to prescribed instruction.
- iv. Maintain master files pertaining to this cell including circulars & letters of railway board and HQ.
- v. Others work time to time given by higher officials.

**e) General Sections:**

- 1.) Shri V.K. Avhad (Ch.OS)
- 2.) Shri V.H. Sable(Ch.OS)
- 3.) Shri D.P. Kaklij(OS)
- 4.) Smt. S.O. Bhawsar (Jr. Clerk)

Duty list of Shri V.K. Avhad (Ch.OS)

- I. Overall in charge of general section, general supervision of dispatch cell, ministerial staff & group D staff attendance register, put up leave & special leave application, signing on Passes & PTO etc.
- II. Correspond parliamentary question, workshop license fees, M.P.C.B. certificate, engg. Dept for Rly. Quarter, and audit related matter. monitoring of HQ's letter.
- III. Arrangement of National and other programme and correspond for fund availability.



- IV. Dealing with PNM meeting, registration of railway quarter, payment of MSEB ,mobile, gas bill.
- V. Correspondence regarding award as railway week award at GM's level, PCCE level, PCPO level.
- VI. Circulate special Holiday letter.
- VII. Dealing with Imprest cash. Distribution among the section according to the office note.
- VIII. Other work time to time allotted by higher officials.

Duty list of Shri. V.H. Sable (Ch.OS)

DAR related work

- I. Dealing with DAR related work as preparing warning letter, SF-5, SF-11 and other DAR related forms and letters.
- II. Dealing with representation, appeal & NIP pertaining to DAR matter.
- III. Maintain all DAR files and registers.
- IV. Preparing all information and send to HQ and other department as per requirement.
- V. Dealing with staff complaints matter and take necessary step for disposal.

General cell related work:-

- I. Give necessary assistance to all departments.
- II. Take necessary steps to destroy unnecessary records.
- III. To make arrangement of National, cultural and other programmes which are organized in TMW.
- IV. Dealing with Imprest for ceremonial activities.
- V. Preparing Pay- Order and correspondence with firm & department for payment of bills.
- VI. Planning of staff for necessary work and sealing of offices etc.

Confidential related work:-

- I. Dealing with confidential documents.
- II. Maintain and update all confidential record.
- III. Correspondence regarding confidential report & position send to HQ, APAR of TMW/NK for acceptance.
- IV. Maintain and correspondence of officers leave, personal files.
- V. Make arrangement of ORH and tour programme for officers.
- VI. Attending telephone, coordinating to visitors, observing incoming mails and send reply according to instruction given by officer.
- VII. Other work time to time given by higher officers.

Duty list of Shri D.P. Kaklij (OS)

- I. Dealing with SBF scholarship to ward of TMW staff.
- II. Dealing with medical health check up of TMW employees.
- III. Attend court cases and maintain record of court cases.

- IV. Assisting to organize national function in TMW.
- V. Dealing with scrap and procurement of material.
- VI. Maintain dead stock register and files.

**Duty list of Smt. S.O. Bhawsar (Jr. Clerk)**

- I. Update muster of group C&D employees in every month.
- II. Update leave record and posting in leave sheet.
- III. Issue medical card, Identity card.
- IV. Dealing with special leave of union, leave encashment etc.
- V. IOD cases, school bus related correspondence.
- VI. Dealing imprest, BSNL, CUG, MSEB, pump house bills.
- VII. Linked with Pass clerk.
- VIII. Preparing WMS, service certificate, medical card etc.
- IX. Maintaining Personal file of all TMW employees.

**2.7) SSE (SSE Budget & PCO)**

**Duty list of Skiriya Itty (OS)**

- I. Dealing correspondence pertaining to budget debit, credit, transfer vouchers and other related matters.
- II. Maintain and update record of this cell. Total 40 files.
- III. Up keeping files according to prescribed instruction.
- IV. Maintain master files pertaining to this cell including circulars & letters of railway board and HQ.
- V. Others work time to time given by higher officials.

**2.8)Time Office:**

- 1.) Shri G. A. Nehete(OS)
- 2.) Shri I. V. Bhide(OS)

**Duty list of Shri G. A. Nehete & Shri I. V. Bhide(OS)**

- i) Opening of workshop. Ensure seals and locks of box No. 1 and 6 are intact and keys are available in the box in the presence of RPF staff.
- ii) General Correspondence and responsible for Look after punching machine, clock & cleanliness of time office premises.
- iii) Maintaining attendance register of SSE (Total SSEs 27).
- iv) Responsible for work related to time office.
- v) Other work which is arises time to time.

|   |  |
|---|--|
| 1. Shri G. A. Nehete(OS)<br>2. Shri I. V. Bhide(OS) | ❖ Working as Time Keeper.<br>❖ Preparing GA card of artisans, workshop Khalasi (total 327).<br>❖ Preparing & updating muster.<br>❖ Maintain leave record and personal files of staff.<br>❖ Time in- out punching.<br>❖ Maintaining Leave Record of staff.<br>❖ Attendance collection from SSE.<br>❖ Preparing negative attendance (Daily).<br>❖ Dealing with leave encashment of time office staff.<br>❖ To check SR of retiring employees of time office staff. |
|---|--|

## 2.9

### a)Workshop

#### SSE( Non – Stock store)

1. Smt. Vaishali Dhattrak (Jr. Cl.)

Duty list of Smt. Vaishali Dhattrak (Jr. Cl.)

- I. Day to day dealing of Non – Stock stores like receipt of material, issuing of material, day book entry, updation of ledgers with proper accountal of Non – Stock store.
- II. Collection of material from CLW and other sheds, preparation of transfer vouchers to other sheds and CLW.
- III. Acceptance of transfer vouchers from other sheds and CLW according to challan.
- IV. Preparing gate passes, display of tagging.
- V. Preparing MCDO/PCDO & WMS.
- VI. Verify bills received from firms and send for payment.

## 2.10 Workshop

### SSE Office

Shri Kamlakar Deore (OS)

- I. To supervise sealing work.
- II. Maintain and update leave record of SSE's. (Total 34 SSE).
- III. Dispatch letter to administrative building received from staff of SSE office and vice - versa.
- IV. Distribution of Pay- slips.
- V. Maintain Dak register and leave register.

**2.11 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/<br>Need base<br>Requirement | Ch.<br>OS | OS  | Sr.<br>Clerk | Jr.<br>Clerk | Total | Remarks                                      |
|---------|---------------------------------|---------------------------------------|-----------|-----|--------------|--------------|-------|--|
| 1       | Establishment/Cadre             | Existing                              | 01        | 01  | 00           | 00           | 02    |  |
|         |                                 | Need base<br>Requirement              | 01        | 01  | 00           | 00           | 02    |  |
| 2       | SR                              | Existing                              | 00        | 01  | 00           | 00           | 01    |  |
|         |                                 | Need base<br>Requirement              | 00        | 01  | 00           | 00           | 01    |  |
| 3       | Bills, Settlement &<br>Dispatch | Existing                              | 01        | 02  | 00           | 01           | 04    |  |
|         |                                 | Need base<br>Requirement              | 01        | 02  | 00           | 01           | 04    |  |
| 4       | Pass                            | Existing                              | 00        | 00* | 00           | 00           | 00    | *01 OS<br>typist is<br>deployed<br>for pass. |
|         |                                 | Need base<br>Requirement              | 00        | 01  | 00           | 00           | 01    |  |
| 5       | General Section                 | Existing                              | 02        | 01  | 00           | 01           | 04    |  |
|         |                                 | Need base<br>Requirement              | 02        | 00  | 01           | 00           | 02    |  |
| 6       | SSE (Non – Stock<br>store)      | Existing                              | 00        | 00  | 00           | 01           | 01    |  |
|         |                                 | Need base<br>Requirement              | 00        | 00  | 01           | 00           | 01    |  |
| 7       | SSE Office                      | Existing                              | 00        | 01  | 00           | 00           | 01    |  |
|         |                                 | Need base<br>Requirement              | 00        | 01  | 00           | 00           | 01    |  |
| 8       | Time office                     | Existing                              | 00        | 02  | 00           | 00           | 02    |  |
|         |                                 | Need base<br>Requirement              | 00        | 02  | 00           | 00           | 02    |  |
| 9       | SSE (Budget & PCO)              | Existing                              | 00        | 01  | 00           | 00           | 01    |  |
|         |                                 | Need base<br>Requirement              | 00        | 01  | 00           | 00           | 01    |  |
|         | Total                           | Existing Staff                        | 04        | 09  | 00           | 03           | 16    |  |
|         |                                 | Need base<br>Requirement              | 04        | 09  | 02           | 01           | 16    |  |
|         |                                 | Sanction<br>strength                  | 04        | 11  | 03           | 03           | 21    |  |

As it can be seen from the table above that, need base requirement of staff in clerical cadre is Ch.OS 04 staff, OS 09 staff, Sr. Clerk 02 and Jr. Clerk 01 staff in against

existing Sanction Strength of Ch. OS 04 staff, OS 11 staff, Sr. clerk 03 staff and Jr. Clerk 03 staff.

| Sr. No       | Designation | Sanctioned Strength | Man On Roll | Vacancy   | Existing Deployment | Need based Requirement |
|--------------|-------------|---------------------|-------------|-----------|---------------------|------------------------|
| 1            | Ch. OS      | 04                  | 04          | 00        | 04                  | 04                     |
| 2            | OS          | 11                  | 09          | 02        | 09                  | 09                     |
| 3            | Sr. Clerk   | 03                  | 00          | 03        | 00                  | 02                     |
| 4            | Jr. Clerk   | 03                  | 03          | 00        | 03                  | 01                     |
| <b>Total</b> |             | <b>21</b>           | <b>16</b>   | <b>05</b> | <b>16</b>           | <b>16</b>              |

**2.12** As it can be seen from the table above that Need based requirement of OS 09 staff, Sr. Clerk 02 staff, and Jr. Clerk 01 staff. Hence need based requirement is **16** staff. LR @ 12.5% on need base requirement. Hence total requirement of staff = **16+2 = 18** staff.

**2.13 Recommendation 1:** 02 posts of OS and 01 post of Jr. Clerk are identified as surplus and may be surrendered immediately.

| Chapter 3 | Financial Implication |
|-----------|-----------------------|
|-----------|-----------------------|

After critical analysis to identify total requirement of staff to cater existing workload, a total of 03 posts are identified surplus, this includes, 02 posts of OS and 01 posts of Jr. Clerk.

4.1 The financial implication (tentative) is as under:

| Sr. No | Category  | Level | Mean Value | Monthly Money Value | Yearly per post money value | No. of posts | Total Annual saving in Rs. |
|--------|-----------|-------|------------|---------------------|-----------------------------|--------------|----------------------------|
| 1      | OS        | 6     | 73,900     | 80,551              | 9,66,612                    | 02           | 19,33,224                  |
| 2      | Jr. Clerk | 2     | 41550      | 45290               | 5,43,480                    | 01           | 5,43,480                   |
| Total  |           |       |            |                     |                             | 03           | <b>24,76,704</b>           |

Note: - The above mentioned reduction in annual expenditure Rs. **24,76,704** is subject to actual posts are surrendered.