

EAST COAST RAILWAY

WORK STUDY REPORT

on

SSE (Works)/SBP

of

Engineering department,

SBP DIVISION

EFFICIENCY CELL, ECoRLY, BHUBANESWAR
(Study No.WS/ECoR/01/18-19; Dt: 27.06.2018)

Synopsis

Srl	Name of Work Study	Work study on SSE/Works unit, Sambalpur
1	Department Concerned	Engineering department
2	Division	Samblpur
3	Aim	To assess workload vis a vis staff strength in the unit
4	No. of posts sanctioned	51
5	No. of man on roll	50
6	No of posts lying vacant	01
7	Surrender proposed	16
8	Critical Analysis.	<p>The unit has been bifurcated into two independent units ie SSE/Sett/SBP and SSE/Lines/SBP. The cadre of the unit needs a review and fresh pin pointing between two units. Some categories are operated excess to sanction/without sanction. Redundant categories are there which are lying vacant. After outsourcing of Rest houses, the RHCT posts are there with incumbents. Further, it has been observed that, the work load of Mason & Carpenter have reduced drastically as lot of works are covered under Zonal Contract. For small scale repairs it is pertinent to take contractual man power than the departmental staff as there is a very stiff rise in staff cost.</p>

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Acknowledgement

The work study team extends their thanks and gratitude to all Officers and Staff of Engineering Department who rendered their best co-operation for conducting the study.

Authority

Annual Programme of Work study

Methodology

- ***Collection of data.***
- ***Review of cadre position.***
- ***Examining work load.***
- ***Exploring possibilities of further outsourcing.***

Chapter-I

Introduction

Staff cost is the biggest component of expenditure which exerts a perpetual pressure on the finances of Indian Railways. To reduce staff cost, outsourcing of non safety areas have become order of the day. Large scale works of the unit like improvement of Station building, construction of OH Tanks and Ground reservoir tanks, repair, replacement and extension of pipeline, repair of colony roads, provision of new quarters, repair of drains, repair and construction of septic tanks, up keeping and maintenance of rest houses, office complexes, maintenance of swimming pool, maintenance of staff quarters etc have been outsourced.

So for day to day small scale maintenance works, staff strength should be planned to meet the bare necessity. And, as financial hardship due to awesome increase in staff cost are experienced, need based requirement should be given importance. Staff provision for petty jobs should be avoided; instead outsourced man power should be preferred.

The work study made an attempt to assess need of the unit, rather 02 units, which it became due to bifurcation on 15.04.2014, and proposed for a need based reorganization of man power and expand further the scope of outsourcing.

Chapter –II
Cadre Position

Cadre position in Artisan and Gr. D category of SSE/Works /SBP as given by the Sr.DEN co-ord./ SBP and Sr. DPO/SBP is appended below.

Srl	Category	San	On roll	Vac
1	Sr.Tech(FOM)	0	0	0
2	Tech I (FOM)	1	1	0
3	Tech II (FOM)	1	1	0
4	Tech III(FOM)	1	2	-1
5	Sr.Tech (PLF)	1	1	0
6	Tech I (PLF)	1	1	0
7	Tech II (PLF)	0	0	0
8	Tech III(PLF)	1	0	1
9	EBS Gr. I	0	0	0
10	EBS III	0	1	-1
11	Sr.Tech (Mason)	1	1	0
12	Tech I (Mason)	1	1	0
13	Tech II (Mason)	1	0	1
14	Tech III (Mason)	1	1	0
15	Sr.Tech (ECR)	1	1	0
16	Tech I (ECR)	1	1	0
17	Tech II (ECR)	2	0	2
18	Tech III (ECR)	1	1	0
19	Tech I (Pinter)	1	1	0
20	Tech II (Painter)	0	0	0
21	Tech III (Painter)	0	1	-1
22	MVD	0	0	0
23	Painter (Helper)	0	0	0
24	PLF (Helper)	0	1	-1
25	Mason (Helper)	0	0	0
26	ECR(Helper)	1	1	0
27	VOPT	1	2*	-1
28	Sr. Chowkidar	1	2	-1
29	Jr. Chowkidar	0	0	0
30	Sr.RHCT	3	0	3
31	Jr.RHCT	1	3	-2
32	Hammer Man	0	0	0
33	Helper-I(GP-2000)	0	1	-1
34	HelprII (GP-1900)	2	9	-7
35	Helper-III (GP-1800)	22	14	8
36	Safaiwala	1	0	1
37	Truck Khalasi	0	1	-1
38	Mali	1	0	1
39	Canner	1	0	1
40	Jr.Cook	1	1	0
	Total	51	50	0

NB: 1. Redundant categories: RHCT-4, Safaiwala-1, Mali-1, Canner-1, Jr.Cook-1= 8 posts with 4 on roll staff

2. * on roll VOPT was 03 as per cadre given by Sr.DEN/ Co-ord office. But actual on roll is 2 since one incumbent has expired recently

The on roll Staff strength, leaving beside the Supervisory and ministerial category shared by the two units is as follows.

On roll Staff position in the 02 units

Posts	Sanc	On roll	SSE/Settlement	SSE/Lines
FOM	3	4	3	1
PLF	3	2	1	1+1*
EBS	0	1	1	0
Mason	4	3	2	1
ECR	5	3	2	1+1*
Painter	1	2	2	0
PLF Helper	0	1	1	0
ECR Helper	1	1	1	0
VOPT	1	2	2	0
Chowkidar	1	2	2	0
RHCT	4	3	3	0
Helper	24	24	19	5
Safaiwala	1	0	0	0
Truck Khalasi	0	1	1	0
Mali	1	0	0	0
Canner	1	0	0	0
Jr.Cook	1	1	1	0
	51	50	41	9+2*

NB:

1. In the SSE/Sett unit there are 11 Artisan + 2 VOPTs + 2 Chowkidars+ 19 Helpers +7 other staff who are utilized as Helpers
2. In the SSE/Lines unit there 6 Artisan with 5 Helpers. Out of 6 Artisans *2 are from other Engg units.

Chapter- III Present scenario

SSE/W/Settlement: SSE-01, JE-01, Jr. Clerk-01, and Artisan & Helpers - 41nos are there in the unit. The unit is looking after the Head quarters' works such as Quarter maintenance, water supply to colonies, services buildings, station building and Train watering at SBP.

The area of SSE/Works/Settlement/SBP unit is divided in 5 Sectors: A,B,C,D & E. Sector E is named as Rail Nagar.

Quarter position

SECTOR	Type I	Type II	Type III	Type IV	Type V	TOTAL
A	0	0	0	19	5	24
B	0	28	28	0	0	56
C	11	25	1	2	0	39
D	83	22	2	0	0	107
E	98	98	36	34	14	280
TOTAL	192	173	67	55	19	506

NB:

1. 20 units Ty II and 04 units Ty III quarters are under construction at SBP vide item no 3 of list of Contractual works going on under ADEN /Settlement.
2. 02 units Ty V and 4 units Ty II quarters under construction at SBP vide item no. 10 of list of contractual works going on under ADEN /Settlement.

Service buildings

Sector A&B: Station Building, DRM office Complex, RRI Building and Gumties-5 nos, RPF Office, Construction offices, Urban Bank and Canteen, Transit Camp, Ladies Hostel, ADEN/Lines Office, Institute, Union office, ZIM Building, SSE/Sig , SSE/Telecom, Kalyan Mandap , RPF Canteen, Magistrate Room, Uniform Room, CET and Pay Office, Dog Kennel, Elect Substation etc.

Sector C&D: Running Room, SSE/Pway Office & Store, Engineering Training school, BRI office, SSE/Lines Office, RPF barracks, SSE/Elect Office, IOH Shed & Office, Train lighting Office, C&W Office & Store, C&W Gumty, Cycle stand, DSK Store, Filter House, Pump House, Health Inspector's office.

Sector E /Rail Nagar: Divisional Railway Hospital, ORH, Officers' Club, Badminton Court, Swimming Pool, Electrical Substation, Stadium, Transit camp-3 nos and SSE/Settlement office and store etc.

List of ongoing contracts of the unit under ADEN/Settlement

Srl	Name of Work	Agreement Value (Rupees)	Name of Contractor
1	Provision of Pipe line, RCC OH tank, of 225000 ltrs, capacity and ground water reservoir tank for augmentation of water supply at SBP,	19424812/-	Ashok Kumar Mirani, SBP
2	Repairs to Colony Road, Station Approach Roads and surface of circulating area of Sambalpur Settlement.	9599186/-	M/S Laxminarayan Mallick, Cuttack.

3	Provision of 20 units of Type II and 04 units of Ty III quarters at Sambalpur, 08 units of Type II and 02 units of Ty III quarters at Bargah Road, 10 units of Type II and 04 units of Ty III quarters at Bolangir and 10 units of Ty II quarters at Titlagarh Station	107484496/- 42480765/-	M/S Ram Deo Prasad & Sons ,Bokaro
4	Misc. petty patch repairs to wall ceiling and finishing work like distempering, water proof cement based painting, and doors & windows painting in residential buildings at SBP	6953624/- 8299406	M/S Sushil Construction, ISR
5	Augmentation of water supply by providing deep tube well, pump house and pipe line connection at RGL, LPG, SSN, ATS and SBP station of SBP division.	19441172/- 689617/-	M/S Baldev Panda, SBP
6	Repairs to damaged yard drain, repair and regarding of drain beside road from Agrasen chowk to DRM complex to improve the drainage system at Sambal pur.	11322488/-	Joseph Pandey, SBP
7	Misc repair to Ty I, TY II, Ty III, Ty IV, & Ty V staff and officer's quarters and Officers Rest house in Sector E at Sambalpur.	17171959/- 19283286/-	Sharma construction, Sambalpur
8	Development of SBP station as Adarsh station and improvement of front faced and development of Station building at SBP Station	22801118/- 28254321/- 28750758/-	Saharia Construction , Sambalpur
9	Miscellaneous repairs to staff quarters in sector C&D at Sambalpur	1356117/- 15412529/-	Sushil Construction JSR.
10	Construction of 02 units of Type V and 04 units of Type II staff quarters at SBP.	15175327/-	Gouri Construction, Raipur.
11	Repair and construction of septic tanks and sewer line etc in sector E at SBP.	84,61,369/-	NK&Co. Sambalpur
12	Provision of officers' rest house at Rail Nagar and work station and partition works etc in TPC building at SBP.	8206612/-	M/S Jogesh pandey , SBP.
13	Up keep and maintenance of RE rest house on the 1 st floor of station building at Sambalpur	350470/-	MP Commercial, BBS
14	Miscellaneous petty repairs to wall, ceiling and necessary finishing work like painting, distempering and snowscem in service building at SBP & SPRD Station of SBP division.	6579494/-	Saharia Construction , Sambalpur.
15	Construction of Store for SSE/PWay/Store at Hirakud Station, Store and work shop for SSE/Pway Rengali Station and Office accommodation with store for SSE /Tele /SBP f in 1 st floor of SSE/ Sig/SBP office at Sambalpur	17038661/- 1113768	Sushil Construction, JSR.
16	Repairs , replacement, and extension of pipeline for connectivity from the OH tanks , repairs , cleaning , and painting of different tanks , provision of Sintex tanks and systems in some of quarters and other allied works related to water supply at Sambalpur	5046656/-	Sushil Construction, JSR.

17	Miscellaneous maintenance works of mechanized cleaning and sanitation (up keeping) of ORH , SRH & ORC etc at Sambal pur for 24 months	2525159/- 2776226/- 3110304/-	MP Commercial, BBS
18	Miscellaneous maintenance works of mechanized cleaning and sanitation of DRM office complex and its premises , TRD office, etc at SBP for 24 months.	2621270/-	MA Samaleswari Construction & supply, Sambalpur
19	Execution of civil zonal works in Railway Station complexes of Station building platform , DRM office, Hospital, ORH, ORC & SRH, for the period ending 30.06.2018 in SBP Road(in) – Sambalpur (in) section under ADEN/Sett/SBP	8691076/-	M/S Jogesh pandey , SBP
20	Execution of civil zonal works in Sambalpur Road (in) - Sambal pur (in) section excluding complexes of Station building , platforms, DRM Office , Hospital, ORH, ORC & SRH, for the period ending 30.06.2018 under ADEN/ settlement/Sambalpur.	11596475/-	Sushil Construction, JSR.
21	Maintenance of swimming pool (2 nos) for officers and staff in Rail Nagar at Sambal pur for 02 years	1180594/-	MA Samaleswari Construction & supply, Sambalpur
22	Miscellaneous repairs to staff and officers quarters in Sector A, B at Sambalpur.	9791119/-	Saharia Construction , Sambalpur

Staff distribution

Maintenance	No. of Staff
Maintenance works	
i) P L Fitter+ Helper 1+5*	6
ii) Mason + Helper 2+2	4
iii) Carpenter + Helper 2+2	4
iv) EBS + Helper 1+1	2
v) Painter + Helper 2+2	4
Water Supply	
vii) Filter House: FOM + Helper 2+1	3
viii) Valve operation: VOPT+ Helper 2+2 (with RG)	4
Misc duty	
ix) Watch Man Chowkidar + Helper 2+1+1 (RG)	4
x) Accompanying SSE & JE (Helper) 0+2	2
xi) Office attached (FOM + RHCT) 1+1	2
xii) DRM office & ADEN's Office (Helper)	2
Xiii) Leave sick (incl. 01 long absentee Helper)	4
Total	41

*One Helper is working as PLF

Petty Repair works done in SSE/ Settlement wef 01.01.2017 to 31.12.2017 in SSE/Settlement

Nature of Work	Total/ Annum	Average/month
Pipe line	434	36.16
Mason	168	14
ECR	285	23.75
EBS	48	3
Painter	*	

NB: * For Painting works no compliant register is maintained. There are two painters in the unit and 02 helpers are attached to the painters. Writing names of occupants in the quarters, Office Boards, Occupant Board, Painting works in the stations, Painting works in the stadium, Painting works in the Hospital are their work. Their services are also shared by the SSE/works/ Lines on request.

Observation:

1. There are two groups for Pipe Line complaints. (01 PLF + 01 Helper as PLF + 04 Helpers). Pipe line complaints per month are 36. So per group work load is 18 complaints.
2. There are 02 groups (01 Mason + 01 Helper=2, a group) for attending masonry complaints. Per month complaints attended is 14. Per group complaints attended is 07
3. There are 02 groups for carpentry complaints (01 ECR + 01 Helper= 02, a group) Monthly average complaints is 24 for 02 groups. Per group average complaints attended is 12.
4. For attending complaints for welding works (01 EBS + 01 Helper a group). Monthly average complaints attended is 03 only.
5. There is no compliant registered for Painters. The work has also been reduced due to system improvement in display Boards.
6. Work load of maintenance staff is less.
7. For other works, staff as per requirement are there.
8. vide item no 4,7,9,11,13,14,16,17,18,19,20,21 & 22 in the list of ongoing contracts and huge money is being paid to outside agencies on contract for maintenance activities.
9. Money value for a post in PB 1 with GP 1800 is Rs 39,323/- per month. Highest complaints attended is from PLF category which is 36 complaints per month with 6 staff in the group.

SSE/W/Line/SBP

SSE/W/Line/SBP: SSE-01, JE -02, OS-01, and Artisan-6 & Helpers-5 nos are there in the unit. Jurisdiction of the unit is Ex- JSG- Ex BRGA, 90 Kms apprx with 10 stations (excluding SBP and SBPR) in the Jurisdiction. Water supply to colony and stations, quarter maintenance, repair of tube wells and supervision of works assigned to the contractor are the duties of the unit.

Position of ongoing Contracts of SSE/Works Lines

Srl	Name of Work	Agt Value (rupees)	Name of Contractor
1	Provision of LHS in lieu of existing manned level crossing No. JT- 11 at Km 534/4 and un manned level crossing No. JT – 33 AT km 582/5 in Jharsuguda – Bargarh Road section of Sambalpur division	48251401/- 49611826/-	Sri Jagannath Transport Copporatio, Rayagada.
2	Provision of LHS in lieu of existing manned level crossing No. JT- 35 at Km 584/11-12 and un manned level crossing No. JT – 38 at km 590/1 in Jharsuguda – Bargarh Road section of Sambalpur division	36459509/- 38773913/- 39530587/-	Sri Jagannath Transport Copporatio, Rayagada.
3	Provision of 4 units Ty- II quarters single storied at BXQ station of Sambalpur division.	8281823/-	Sri Gopal Lal Agrawal, Sason
4	Construction of 41 units Ty II staff quarters for replacement of 35 units Ty I and 6 units Ty II quarters at different stations in Jharsuguda – Bargarh Road section of Sambalpur division	70664713/- 88218814/-	BKD INFRASTRUCTURE (P) LTD, Sambalpur
5	Provision of limited height subway(LHS) in lieu of existing unmanned level crossing no. JT-03 at Km519.687in Jharsuguda – Bargarh Road section of Sambalpur division	21683194/-	Sri Jagannathh Transport Corpn, Rayagada.
6	Balance work of Rengali and Lapanga station for Adarsh station by providing amenities such as dormitory, upper class waiting room, toilet complex, PF edge concreting , toilet for physically handicapped persons , provision for water taps for physically handicapped persons, provision for pathway for inter platform transfer and development of circulating area and balance works for provision of Filter plant ,Electro-chlorinator and storage tank for water supply at LAPANGA station.	5415249/-	M/S N K & Co. Khetraipur, Sambalpur
7	Execution of balance works of newly constructed track handed over by construction organization from Km 520/6to 529/5 and km 529/14to 539/14 in Jharsuguda - Samalpur section of Sambalpur division	12089472/-	Saharia Construction Sambalpur.

8	Provision of 20 units of Type II and 04 units of Type III quarters at Sambbal pur , 08 units of Ty II and 02 units of Ty III quarters at Bargarh Road, 10 units TyII and 4 units Ty III quarters at Bolangir and 10 units of Ty II quarters at Titlagarh Station	107484496/-	M/S Ram Deo Prasad & Sons ,Bokaro
9	Augmentation of water supply by providing deep tube well, pump house and pipeline connection at RGL, LPG, SSN, ATS, SBPSTATION OF sbp division.	19441172/-	M/S Baldev Panda Sambalpur.
10	Construction of 11 nos of S &T gate goomties for mid section inter locked LC gates 04 nos of S &T gate goomties for traffic interlocked LC gates in connection with interlocking of level crossing at various locations in Jharsuguda - Titlagarh section of Sambalpur division	12745900/-	Ravi Shankar Khetraipur, Sambalpur
11	Development to approach Road at Jharsuguda Road Station	20344077/- 23761193/-	Sri Udit Prasad Babu, Budharaja, Sambalpur
12	Construction of 7 units of Ty II quarters against replacement of staff quarters including provision of deep tube well, pump house and pipeline connection at Bargarh Road station of Sambalpur division.	13983037/-	Indravan Agrawal, Titlagarh, Bolangir
13	Rebuilding of 5 nos of Bridges (Br. No 52 dn) 61 Dn, 61ADn into RCC box bridges in Jharsuga – Bargarh Rd section.	17984645/-	Sri Jagannathh Transport Corpn, Rayagada
14	Repairs of Platform no 1 and other passenger amenities works at BargarhRd station of SBP.	8444021.63	Gopal Lal Agrawal, Sasan.
15	Provision of high level platform beside line no 4, raising and extension of platform no. 1, platform wall on PF no 1and PF no 2, provision of 3 bay PF shelter each on PF no 1 and PF no 2 with concrete benches, FOB, pedestal for 2 nos of water coolers , one hand tube well & one deep tube well with over head tank at Jharsuguda station.	42721603/- 58654653/- 64006903/-	M/S Sushil Construction , Jamsedpur
16	Repairs to surface and approach roads , side walls and improving drainage systemat different level crossings between JSG Ex- BRG in section of SBP division.	7159314/- 8324854/-	Saharia Construction, Sambalpur
17	Provision of LHS, RCC Box size near Jagannath colony between SBPD and SLRA stations in JSG- SBP section.	24247311/-	S.P.Goel Titlagarh., Bolongir.
18	Construction of PRS building upper class waiting room for ladies upper class waiting room for gents 2 nd class waiting hall for gents and ladies, panel and DG Room , Gents and ladies toilet and urinal on PF- I&2, cycle and scooter shed , car parking and improvement circulating area at Jharsuguda road station of SBP divn.	20730694/-	Gouri Construction, Rai pur

19	Repairs to sub structure and approaches of major bridges in JSG- BRGA section of SBP division.	9628889/- 12029029/-	Ravi Shankar Khetraipur, Sambalpur
20	Repairs and widening of cess and damaged trolley refuses at different locations in JSG(Ex) – BRGA(in) section of SBP division.	7324264/-	Gopal lal Agrawal, Sasan
21	Miscellaneous repairs to damaged doors and windows , plaster, soaked walls, roof treatment, and sanitary fittings of all service buildings and platforms in JSG(Ex)- BRGA (in) excluding Sambalpur road and Sambalpur Station of Sambalpur division.	7616272/-	PRAVIS ENTERPRISES PVT LTD, Maharastra
22	Maintenance of Track by fixing damaged and missed fittings of steel channel sleepers at different bridges in JGD- BRGA section of SBP division.	7926771/- 10426220/-	S.P Goel Titlagarh , Bolangir.
23	Construction of Store for SSE(Pway) at Hirakud Station, Store and Work shop for SSE/PWay Rengali station and office accommodation with store for SSE/ Tele / SBP in 1 st floor of SSE/Sig/ SBP office at Sambalpur	17038661/-	M/S Sushil Construction , Jamsedpur
24	Strengthening of old Arch Bridges by jacketing & other miscellaneous works in JSG(ex) BRGA(in) section of Sambalpur division.	26450553/-	Sri Pabal kumar Agrawal, Ainthapali, SBP.
25	Execution of Civil Zonal works in JSG ex- BRGA in section excluding SBPR in – SBP in section for the period ending 30.06.2018	13920346/-	Jogesh Pandey, Hketrarajpur, SBP
26	Execution of Zonal works for Bridge repair works between JSG ex- BRGA (in) section of SBP division under ADEN/SBP for the period ending 30.06.2018	8076441/-	Sri Sanjay Kumar Pattanaik, DhanuPalli, Sambalpur

Qtr Position in SSE/LINES

Station	TYPE I	TYPE II	TYPE III	TYPE IV	LC	TOTAL
JSGD	4	2	0	0	0	6
BXQ	13	5	0	0	3	21
LPG	12	4	0	0	0	16
RGL	19	12	3	0	0	34
SSN	11	4	0	0	0	15
SRLA	0	6	0	0	0	6
HKG	36	9	0	0	0	45
GBQ	7	4	0	0	0	11
ATS	15	6	0	0	0	21
BRGA	29	23	1	0	0	53
TOTAL	146	75	4	0	3	228

NB: 10 units of new quarters at BRGA and 04 units of new quarters at BXQ are under construction.

Present on roll strength of the unit is thus:

FOM	1
PLF	2
Mason	1
ECR	2
Helper	5

	11

Staff Distribution

Works /places of work

Artisan/Helper

Filter operation & Valve operation at KHD & BRGA (Water Supply)	02
Chowkidar For Store of SSE/Works office at SBP	02
Maintenance works	04
Leave /absent	03

	11

The work is managed as per priority and availability of staff irrespective of Artisan and Helpers.

Observation:

1. It's a small unit so far maintenance of quarters (228 nos) is concerned.
2. There is a Zonal contract in force for quarter maintenance.
3. There are 06 Artisans with 05 Helpers in the unit for small repair works.
4. At 2 places HKD and BRGA water supply is the responsibility of the unit.
5. After leaving beside 02 staff for water supply and 02 staff for Chowkidar duties 6 staff are on hand out of which 2/3 staff remains on leave.
6. There is a Private vehicle for carrying staff and materials to different stations especially when attention is required at 2 or more stations a day for maintenance job as Train frequency is not there.
7. There are 66 Hand tube wells and 12 deep bore wells at different stations which require maintenance, especially during summer.
8. There is no painter in the unit and Painting works are done on contract.
9. There are 02 carpenters in the unit which excess to the need of 228 quarters.
10. 02 rest houses (01 SRH at BRGA and 01 ORH at HKD) are under construction.
11. There is no complaint Register for complaints received from different stations.
12. As per views of the SSE of the unit, there is acute shortage of staff in the unit. Additional 21 staff(EBS-1, Welder-1, Painter-1, RHCT-5, Chowkidar-3, Helper-10) are required to meet the need of the unit.

Chapter –IV
Assessment of Requirement

A. SSE/works/Sett/SBP:

Staff distribution for different activities	Total staff engaged at Present	Proposed
Maintenance works		
i) P L Fitter+ Helper 1+5*	6	1+1*
ii) Mason + Helper 2+2	4	1+0
iii) Carpenter + Helper 2+2	4	1+0
iv) EBS + Helper 1+1	2	0+0
v) Painter + Helper 2+2	4	1+0
Water Supply		
vii) Filter House: FOM + Helper 2+1	3	3
viii) Valve operation: VOPT+ Helper 2+1+1 (RG)	4	4
Misc duty		
ix) Watch Man Chowkidar + Helper 1+2+1 (RG)	4	4
x) Accompanying SSE & JE (Helper) 0+2	2	2
xi) Office attached (FOM + RHCT) 1+1	2	2
xii) DRM office & ADEN's Office (Helper)	2	2
Xiii) Leave sick (incl. 01 long absentee Helper)	4	4
Total	41	26

*One Helper is working as PLF

Remarks:

1. For maintenance activities barest minimum provision of Artisans are kept to meet the exigency.
2. The Helper requirement for maintenance jobs and Additional need of Artisans if required may be made from outside agencies on contract.

B. Assessment of Requirement in SSE/Lines/SBP

Present Strength		Proposed strength	
FOM	1	FOM	1
PLF	2	PLF	2
Mason	1	Mason	0
ECR	2	ECR	0
Helper	5	Painter	1
	-----	Helper	5
	11		-----
			9

Remarks:

1. Mason & Carpenter need of the unit should be met with Contractual Manpower.
2. Additional requirement of Helpers for maintenance activities should be drawn from Contractual Man power.
3. 01 Painter may be spared from SSE/Sett to this unit.
4. Rest house caretaking should be outsourced.

Chapter –V

Critical Analysis

1. It has been observed that huge money is being paid to outside agencies on contract for maintenance activities.
2. And work load on departmental maintenance staff such as Mason & Carpenter are very less.
3. Supply of manpower by Zonal Contractor is in practice and the same should be adopted on priority to avoid burden of staff cost.
4. Work load on EBS is very negligible which do not justify any EBS/Welder post. Welding works if any be covered by Zonal Contract.
5. It has been noticed that in lot of categories such as FOM, EBS, Painter, PL Helper, VOPT, Chowkidar, & Truck Khalasi, the posts are excess operated/ operated without sanction.
6. The cadre of the unit needs a review and fresh pin pointing between two units it was bifurcated into.
7. Surplus staff in any category should be redeployed where there is need otherwise be absorbed in other categories as per requirement and extant procedure.
8. Multi skill Training should be given to the helpers so that they can meet the small requirements of Welding, Pipe line fitting, Painting, Masonry works etc and they can become Artisans in due course.
9. The maintenance of Rest houses at SBP have been outsourced and the post of RHCTs and Cook (4+1) posts are still there with incumbents.
10. The Rest houses under construction at BRGA and HKD also should be outsourced and staff should not be engaged for caretaking.
11. Safaiwala, Mali, Canner are redundant posts. 03 posts from these categories are lying vacant.

Chapter-VI

Recommendations

As per assessment done in the chapter IV, there is a need of $26+9=35$ staff for the two units (SSE/Sett/SBP and SSE/Lines/SBP). After keeping provision for 35 posts the rest 16 posts should be surrendered.

Recommendations:

1. Early Pin pointing of cadre of SSE/Settlement and SSE/Lines/SBP .
2. Surrender of 08 posts from redundant categories (RHCT-4, Cook-1, Safaiwala-1, Mali-1, and Canner-1).
3. Surrender of surplus 08 posts after engaging contractual man power for maintenance works (Masonry, Carpentry etc).