

CENTRAL RAILWAY

REVIEW OF MINISTERIAL STAFF

IN

PERSONNEL DEPARTMENT

CARRIAGE WORKSHOP, MATUNGA

OFFICERS & INSPECTORS	
Officers	Inspectors
Shri Anil Talreja	Shri Pradeep Kalal
Secretary to AGM	WSI-I/BB
	Shri Santosh Sharma
	WSI-I/HQ
	Shri Anand Kewat
	WSI-II/HQ

CO-ORDINATING INSPECTORS

Officer	Supervisors/Inspectors
Shri R. R. Gautam APO/MTN	Shri Ramakrishna Chaudhary S&WI

SYNOPSIS OF THE STUDY

Study Number	:- WSCR/Pers/HQ/02/19-20
Name of Study	:- Review of Ministerial Staff in Personnel Department, Matunga, Workshop
Approved by	:- AGM
Department	:- Personnel
Division	:- Workshop, Matunga
Date of Commencement	:- 03.07.2019
Date of Completion	:- 04.09.2019
Date of Submission	:- 11.10.2019
No. of Recommendations	:- 03
No. of Suggestions	:- 02
Sanctioned Strength	Status of Ministerial Staff :- Mechanical SS- 220 MOR - 141 Vac- 79 Electrical Gen SS- 37 MOR- 15 Vac- 22 EMU Electrical SS- 32 MOR- 09 Vac- 23 Grant Total - SS- 289 MOR- 165 Vac- 124 Status of all Staff including ministerial Mechanical SS- 5263 MOR- 4182 Vac- 1081 Electrical SS- 1158 MOR- 828 Vac- 330 EMU Electrical SS- 880 MOR-504 Vac- 376 Grant Total - SS- 7301 MOR- 5514 Vac- 1787
No. of Men studied.	:- 165
No. of vacancies.	:- 123
No. of posts identified surplus	:- 104
Financial Implication (Tentative)	:- Rs. 100123296

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The work study team also likes to thanks all Ch. O. S, O. S. and other ministerial staff for their co-operation to the work study team for completion of the study. The work-study team is also thankful to other staff of Matunga workshop that rendered support and guidance to the team in conducting the study.

AUTHORITY AND TERM OF REFERENCE

The work-study of “Review of Ministerial Staff in Personnel Department, Matunga Workshop” has been included in work-study Program 2019-20 with No. G.250/WSCR/Pers/HQ/02/19-20.

The term of reference for the given work-study is “Review of Ministerial Staff in Personnel Department, Matunga, Workshop.”

BASE FOR STUDY

- 1 To evaluate the workload of various sections of personnel branch of Carriage Workshop, Matunga.
- 2 Estimation of required number of employees.
- 3 To conduct comparative analysis of sanctioned and assessed posts of employees and recommend accordingly.

METHODOLOGY

- 1) Collection of data with reference to the calculation of Man Power Ratio of Personnel Departments of workshop.
- 2) Collection of factors affecting the MPR.
- 3) Critical Analysis of variation in MPR.
- 4) Observations and Suggestions to improve MPR.

SUMMARY OF RECOMDATIONS & SUGGESTIONS

- ❖ **Recommendations:** - It is recommended to surrender total 104 posts of Ministerial staff. The details are as under:-

Recommendation 1	Mechanical	It is recommended to surrender 59 posts of Ministerial staff.
Recommendation 2	Electrical General	It is recommended to surrender 22 posts of Ministerial staff.
Recommendation 3	Electrical EMU	It is recommended to surrender 23 posts of Ministerial staff.

- ❖ **Suggestions:-**

Suggestion 1	It is suggested that the work among sub-sections of General Section and Time Office may get Re-distribute/Re-arrange, will help for better out-turn.
Suggestion 2	Since all the ministerial work is planned to be fully computerised, it is suggested that steps to be taken for better railnet speed.

Indian Railway is fourth-largest railway network in the world by size with 13.08 lakhs of employees. Mechanical Department is one of the major departments of Indian Railways.

Mechanical Department Central Railway having the major Work Shop at Matunga i.e. Carriage Workshop, Matunga was set up in 1915 as a repair workshop for broad gauge and narrow gauge coaches and wagons of the erstwhile Great Indian Peninsula (GIP) Railway. The workshop covers a triangular piece of land/area of 85 Acres, including a covered area of about 35 Acres, skirted by the Central Railway suburban corridors on the east and the Western Railway corridors on the west.

The workshop capacity has since been expanded and developed and over a period of time the target outturn of the workshop has been increased to the current level of 149 Non-AC Coaches, 36 AC Coaches POH, 7.5 LHB and 99 EMU Coaches POH per month. LHB coaches schedule maintenance is started in Matunga Workshop since December 2018. Matunga Workshop is proud of becoming the first Railway Workshop to start the industrial use of CNG since March 2017. Matunga Workshop is certified with ISO 50001, ISO 3834, 5 S, Green Co-Rating Certification and NABL (ISO/IES 17205:2005) Certification.

Matunga Workshop is headed by Chief Workshop Manager and is assisted by five JA Grade officers of Mechanical, Electrical & EMU i.e. Dy.CME(R), Dy.CME(P), Dy.CME(EMU), Dy.CEE(G), Dy.CEE(EMU). CWM is also assisted by Dy.CPO, WAO & XEN (Works). Store Depot is attached to the Workshop and is headed by Dy.CMM. Besides this, administrative control of Sanpada EMU POH Workshop is also under CWM/Matunga.

The summery of Present **Overall Man Power** Status of Matunga Work Shop is under:-

Mechanical	SS- 5263	MOR- 4182	Vacancy - 1081
Electrical	SS- 1158	MOR- 828	Vacancy - 330
EMU Electrical	SS- 880	MOR- 504	Vacancies- 376
Grant Total -	SS- 7301	MOR- 5514	Vacancy- 1787

The summery of present **Ministerial Man Power** Status of Matunga Work Shop is under:-

Mechanical	SS- 220	MOR - 141	Vacancy- 79
Electrical Gen	SS- 37	MOR- 15	Vacancy- 22
EMU Electrical	SS- 32	MOR- 09	Vacancy- 23
Grant Total -	SS- 289	MOR- 165	Vacancy- 124

PRESENT ACTIVITIES OF MATUNGA WORKSHOP

- ❖ POH of BG AC Coaches.
- ❖ Refurbishing of AC Coaches.
- ❖ POH of BG Non-AC Coaches.
- ❖ Refurbishing of Non-AC Coaches.
- ❖ NPOH of Coaches.
- ❖ Heavy Corrosion Repair of BG AC and Non-AC coaches.
- ❖ POH of BG EMU Coaches.
- ❖ Mid Life Rehabilitation of EMU Coaches.
- ❖ Supply of all type of wheel to divisions.
- ❖ Supply of IOH Bogies (ICF) to divisions.
- ❖ Supply of overhauled DVs to divisions.
- ❖ Supply of components for maintenance of Coaching Rolling stock to Divisions.
- ❖ POH of special luxury train such as Deccan Odysseys coach, Impact India.
- ❖ Modifications in Mainline & EMU coaches.
- ❖ SS-2/3 of LHB coaches.

Organizational Setup of Carriage Workshop MTN



Dy. CME (SNPD) under administrative control of CWM/MTN



There are three branches in Carriage Workshop, Matunga



A) Mechanical, B) Electrical, C) EMU Electrical.

A) MECHANICAL

❖ Staff Strength of Mechanical Branch Carriage Workshop, Matunga on 30/06/2019.

Sr.	Designation	PayLevel	S/S	MoR	Vacancy
1.	Supervisory (Workshop)				
2.	Senior Section Engineer	Level 7	235	167	68
3.	Junior Engineer	Level 6	119	49	70
4.	Total		354	216	138
	BTC Staff				
5.	Chief Instructor	Level 7	1	1	0
6.	Sr. Instructor	Level 6	13	6	7
	Total		14	7	7
	Drawing Office				
7.	Senior Section Engineer	Level 7	2	2	0
	LAB Staff				
8.	CMS	Level 7	19	12	7
9.	CMA	Level 6	05	03	2
	Total		24	15	9
	Computer Cell				
10.	Console Operator	Level 6	1	0	1
11.	Sr. Data Entry Operator	Level 6	1	0	1
	Total		2	0	2
	ARTISAN (Workshop)				
12.	Sr. Technician	Level 6	1022	887	135
13.	Technician -I	Level 5	1891	1203	688
14.	Technician -II	Level 4	337	450	-113
15.	Technician -III	Level 2	577	406	171
	Total		3827	2946	881
	Canteen Staff				
16.	Head Canteen Manager to cook, multi tasking staff	L- 1 to 6	81	67	14
	Ministerial Staff				
17.	Chief O. S.	Level 7	43	43	0
18.	O.S.	Level 6	120	74	46
19.	Sr. Clerk	Level 5	33	01	32
20.	Jr. Clerk	Level 2	24	23	01
21.	Total		220	141	79
22.	Dark Room Operator	Level 2	01	0	01
	Welfare				
23.	Chief S&WI	Level 7	02	0	02
24.	S&WI	Level 6	2	3	-1

		Total	5	3	2
	Rajbhasha				
25.	Rajbhasha Suptt	Level 7	1	1	0
26.	Rajbhasha Suptt Asst-I	Level 6	1	0	1
27.	Rajbhasha Suptt Asst-II	Level 5	1	0	1
		Total	3	1	2
	PS/Steno				
28.	PA to CWM	Level 7	1	0	1
29.	Sr. Steno	Level 6	2	1	1
30.	Steno	Level 4	2	2	0
		Total	5	3	2
31.	Chief Typist	Level 6	4	1	3
	Total Ministerial Staff		237	149	88
	Peon		235	167	68
32.	Peon/Record Sorter/Hamal	Level 1	32	15	17
	Helper-Workshop Staff				
33.	Helper incl W/C	Level 1	690	761	-71
34.	Substitute	Level 1	--	4	--
35.	Grant Total		5263	4182	1081

Staff Due for Retirement in 2019:-

Technical - 246

Ministerial - 02

Ministerial Staff due for superannuation in next three years:- 2020 = 14, 2021= 08 and 2020 = 16
Total = 38 in next three years

The Section wise Distribution of Ministerial Staff of Mechanical Branch

Office	SS	MOR	Vac	Description
General Office	49	44	5	All personnel nature of work is being done i.e. Cadre, DAR, Settlement Service Register, Quarters, Recruitments, Transfers, PCDO, MPP, Selection, Court, RTI, Welfare, Pass, various advances, pay fixation, increments etc
Progress Office	29	18	11	All non-personnel work of mechanical Branch, clerical works related to progress section i.e. all weekly, monthly, quarterly, yearly reports, Action Plan, all correspondence with head quarter, Railway Board, Audit, workshop stationary, Inspection & visits of higher-ups, all Imprest, staff safety equipments, Scarp, Works Contract, various revenue demand, Procurements, staff matter of progress section.... etc.
Bill Section	44	24	20	Main work to arrange all payments and recoveries, regular/spl pay, advances, Leave account all, iPass, numbers of work are being done manually as well as on computer too. UMID, HRMS
Time Office/ Booth	45	22	23	General Shift Total 28 booth, some booths are allotted having lesser staff i.e. 12, 32 etc whereas some booth having 260, 339 Second Shift Total 05 booth (04 Mech+01 Electric) Night Shift Total 02 Booth. Three times card pinching of Mechanical and Electrical technical staff, there absentee statement, daily co-ordination with all sections of workshop for staff on leave, sick, absent for onward submission to all concerned, preparation of JOB cards, tome slip, time taken etc for incentive. Total 60,000 slips are being used annually. Entries in Workshop Accounting Management System.
Shop offices	53	29	24	This staffs are distributed among 23 shops, looking after the clerical work of respective sections.
Ors	0	4	-4	
Total	220	141	79	

The Section wise Detailed Distribution of Ministerial Staff of Mechanical Branch

Office	Ch. O.S.			O. S.			Sr. Clerk			Jr. Clerk			Total		
	SS	MOR	Vac	SS	MOR	Vac	SS	MOR	Vac	SS	MOR	Vac	SS	MOR	Vac
Gen	16	18	-2	23	15	8	4	1	3	6	10	-4	49	44	5
Progress	8	7	1	17	6	11	2	2	0	2	3	-1	29	18	11
Bills	8	7	1	26	12	14	5	0	5	5	5	0	44	24	20
Time	8	6	2	26	15	11	6	0	6	5	1	4	45	22	23
Shop	3	5	-2	28	23	5	1	0	16	6	1	5	53	29	24
Ors	0	0	0	0	3	-3	0	0	0	0	1	-1	0	4	-4
Total	43	43	0	120	74	46	3	3	30	24	21	3	220	141	79

SUB SECTIONS AND WORK LOAD

A) Duty list of General Office Staff as on 20/07/2019

Sections	Sl	Name of Staff	Desig	Description of work
E-1	1.	Smt. Amrutha Mhaske	Ch. O. S.	In Charge
	2.	Smt Sailjee Bandekar	Jr. Clerk	Canteen Cadre, Medical Card.
	3.	Shri Upendra Kumar	Jr. Clerk	NPS work.
	4.	Ms. Nilofer Shaikh	Tech	Tech III & Kh Cadre
	5.	Smt Shradha Patil	Ch. O. S.	In Charge Recruitment
	6.	Shri M. D. Mestri	O.S.	IRT/IDVT, Change of Name, RELHS
	7.	Smt Sneha Murudkar	O.S.	Training, Appointment of Trainee, Trade Apprentices
	8.	Smt Priyanka Salunke	Jr. Clerk	UMID work
	9.	Shri Rajneesh	O/Peon	
E-2	1.	Shri Apurba Dasadhikari	Ch. O. S.	In charge, Rly Qtr, Gaz. Cadre, Audit
	2.	Shri Varadrajan	O.S.	Licenses, Misc
	3.	Shri Rajendra Kr	Jr. Clerk	Leave, Muster
	4.	Smt. Aktari Bano	Tech II	Safety related matters, IOD
E-3 DAR	1.	Smt. Vrushali Tulalwar	Ch. O. S.	In charge
	2.	Shri Arvind Sutar	O. S.	Major penalty cases
	3.	Mahesh Ashtekar	O.S.	Minor penalty cases
	4.	Ritesh Kori	R/sorter	Major penalty cases
E-3 Advance	1.	Shri Anil Wuike	Ch. O. S.	Advances & Awards
	2.	Shri Niraj	O/Peon	Assisting Ch. O. S.
E-5	1.	Shri Misquita	Ch. O. S.	In charge
	2.	Smt Sajini Rathod	O. S.	Revision of pension, FMA, NR cases
	3.	Smt Subidhini Kulkarni	O. S.	Death Cases
	4.	Shri Aditya Agarwal	Jr. Clerk	Assisting
	5.	Shri Mokhtar Alam	Jr. Clerk	Assisting
	6.	Kum Kajal	Khalasi	Assisting
	7.	Smt Poonam Patiyan	Khalasi	Assisting
	8.	Smt Swetha Dhighe	Tech	Assisting
E-6	1.	Smt Jayashree Ramchandran	Ch. O. S.	In charge, PCDO, GM's weekly, Deputation, Training of supervisors
	2.	Shri D. L. Fernandes	Ch. O. S.	MPP, Vacancy, Scale Check, Creation, Surrender, Review, Restructuring of cadre, BOS, 40 Statement, Retirement list, WI/Peon/Lab cadre
	3.	Smt Leena Mashalkar	O. S.	Clerical Cadre, Vol retirement, IRT/DVT of supervisors.
	4.	Shri Rameshwar Waghmare	R/Sorter	GM' Weekly, NOC, In Flow-Out Flow, Training.
	5.	Shri Ranjit Amdare	Jr. Clerk	Assisting, PCDO, Re-engagement.
	6.	Shri Bandu Pandit	Peon	Assisting
Staff	1.	Ms. Puspaha Parihar	Ch. O. S.	In charge, Tech, supervisor
	2.	Shri Jitesh Raut	Ch. O. S.	Sr. Tech Cadre
	3.	Smt Leena Gonsalves	O.S.	Tech- I Cadre
	4.	Shri Mukund Apte	O.S.	Tech- II Cadre

	5.	Shri Sandesh Gade	R/Sorter	Assisting
Conf	1.	Smt Geeta Nair	Ch. O. S.	In Charge, Selection, Screening, Union
	2.	Shri Santosh Pansare	O.S.	CRs, Correspondence with HQ etc
	3.	Shri Mohan Asir	Tech	Assisting
	4.	Kum. Pooja	Khalasi	Assisting
Record	1.	Shri Ramji P. Dinkar, (With 3 more Technical/Khalasi staff to assist	Ch. O. S.	In Charge
Court RTI	1	Shri Subhash Pradhan	Ch. O. S.	In charge
	2	Shri S. L. Shirsath	O.S.	Court & RTI related works & MR & MP cases
Dispatch	1.	Shri N. V. Bhole	Ch. Typist	In Charge
	2.	Shri Ashok Kr Singh	R/Sorter	Assisting
	3.	Smt Archana Kadam	Tech III	Assisting
	4.	Shri Bipin Gupta	Khalasi	Assisting
	5.	Shri Ramachandra	Tech	Assisting
Welfare	1.	Smt Prasanna Mohandas	Ch. O. S.	CG Appt
	2.	Smt. Lalitha More	O. S.	SBF, Salary Certificate, Leave on sports accounts & Misc
	3.	Smt. Sonan Naik	Khalasi	Assisting
	4.	Smt. Suresh Kr. Nonia	O/Peon	Assisting
Pass	1.	Shri J. P. Naik	Ch. O.S.	In Charge
	2.	Smt. Premalatha Nair	OS	
	3.	Smt. Puja Talekar	O. S.	
	4.	Shri Mahesh Pedamkar	O. S.	
	5.	Smt. Poonam Pasi	Tech III	
	6.	Smt. Sujata Bankar	Khalasi	
	7.	Shri Mohan Pillai	Tech III	

B) Duty list of Bill Staff August 2019

Sr.	Name S/Shri/Smt	Desig	BU	Staff/Office	Total staff	G/Total staff deal with
1.	Avinash R. Borkar	Ch. O. S.	006	In charge /Gaz	15	15
2.	Sanjay N. Dharade	Ch. O. S.	008	SSE	174	215
			017	JE	41	
3.	Pramila S. Makwana	O.S.	009	General Office	71	192
			010	Progress Office	17	
			011	Shop Clerk	30	
			012	O/Peon	13	
			013	TO (Inc)	23	
			014	TO (Bills)	26	
			015	BTC	6	
			016	RF & P	6	
4.	Premnath B. Bhishikar	Ch. O. S.	023	ETL, ER	56	167
			R102	Re appointment	111	
5.	Rajesh Gupta	O. S.	0018	Canteen	58	298
			226	Paint	240	
6.	Narendra M. Sharma	O. S.	204	Inspection	104	358

			210	Fitting	254	
7.	N. C. Mhadeshwar	Ch. O. S.	211	Machine	30	
			218	Wheel	205	246
			220	Tool Room	11	
8.	Bhagirath R. Raul	O. S.	212	Mill Right	240	240
9.	Suryaknat Raul	O. S.	214	Smith	110	
			230	CF VIII	57	313
			201	Trainee Tech	51	
			235	Trade App	95	
10.	Vanita D. Shinde	O. S.	233	Trolley Repair	374	374
11.	Ramkesh Meena	Jr. TK	222	C. Yard	245	245
12.	J. S. Pawar	O. S.	224	LUF	416	416
13.	Nilesh P. Patil	Jr. TK	225	CF-I, III, IV	158, 145, 86	389
14.	Ravi Kanojiya	O. S.	228	CF-II, VI, VII	148, 96, 126	370
15.	Kumar Bhatia	O. S.	231	CF-V, Trimming	98, 170	268
16.	Chhaya D. Chavan	Ch. O.S.	234	HCR	209	
			234	EMU/Reh	153	362
17.	M. V. Bhandare	O. S.	250	ETL	226	
			236	Elect Trade App	10	236
18.	Rupesh Jadhav	Jr. TK	250	ETL	226	
			251	Elect Trainee Tech	13	239
19.	Praveen Kamble	O. S.	252	ER, Sub STn	240	
				Sub Stn	74	314
Grant Total					5257	5257
20.	Gopal Suradkar	Ch. O. S.	Dispatch			
21.	Jagdish K. Shetty	Ch. O. S.	Pass Section			
22.	Dilip G. Hedau	O. S.	Printing, Pay sheet related letter & ARD			
23.	Miss Shrinidhi	Jr. TK	Sports on Duty			
24.	Miss Gauri Harish Pawar	Jr. TK	Training at Jodhpur			
25.	Komal Ghojge	O.S.	Misc hold			

B) Duty list of Booth Staff (Incentive) August 2019

Sl	Name	Desig	Duty hrs	Shop
1.	Nitin B. Raje	Ch. O.S.	06.40 to 16.00	Smithy/Office
2.	Vijay H. Mhatre	Ch. O. S.	06.40 to 16.00	E.T.L.
3.	B. S. More	Ch. O. S.	06.40 to 16.00	E. R./Office
4.	R. Balakrishna	Ch. O. S.	06.40 to 16.00	Trimming
5.	Francis D'Mello	Ch. O. S.	06.40 to 16.00	C. F.-I
6.	Pravin D. Chavan	Ch. O. S.	06.40 to 16.00	EMU (R)/Insp
7.	Subhod S. Khaire	O. S.	06.40 to 16.00	L. U. F.
8.	Mahesh C. Dighe	O. S.	06.40 to 16.00	C. F. - VI/VII
9.	Pradeep B. Kedare	O. S.	06.40 to 16.00	C. Yard
10.	B. N. Mhatre	O. S.	06.40 to 16.00	L. U. F.

11.	Gerard A. Moraes	O. S.	06.40 to 16.00	A. C.
12.	Srinarayan R. Mishra	O. S.	06.40 to 16.00	C.F.-V/VII
13.	D. N. Pandey	O. S.	06.40 to 16.00	Trolley
14.	Dilip P. Murkar	O. S.	16.00 to 00.30	Wheel
15.	Ajaykumar Singh	O. S.	06.40 to 16.00	Fitting
16.	Vinod S. Kulkarni	O. S.	06.40 to 16.00	Paint (On Duty)
17.	Yatin G. Thakur	O. S.	06.40 to 16.00	Milwright
18.	Hemant S. Kulkarni	O. S.	06.40 to 16.00	Sub Stn/B.T.C.
19.	Suryakant L. Chauriya	O. S.	06.40 to 16.00	C. F. - II
20.	Rajendra H. Panchal	O. S.	06.40 to 16.00	Trolley
21.	Rajesh T. Hatwar	O. S.	06.40 to 16.00	C. F. -III
22.	Jagdish B. Jaiswar	O. S.	06.40 to 16.00	C.F. -IV
23.	M. A. Joseph	O. S. (R/Eng)	06.40 to 16.00	H.C.R.
24.	Sachin Gurakhe	Khalasi	06.40 to 16.00	Paint

B) ELECTRICAL GENERAL

❖ Staff Strength of Electrical Branch Carriage Workshop, Matunga on 30/06/2019.

Sr.	Designation	Pay Level	S/S	MoR	Vacancy
1.	Supervisory (Workshop)				
2.	Senior Section Engineer	Level 7	63	54	09
3.	Junior Engineer	Level 6	32	16	16
4.	Sr. & Jr. Instructor		06	0	06
	Total		101	70	31
	Artisan				
5.	Sr. Technician	Level 6	215	208	07
6.	Technician -I	Level 5	393	223	170
7.	Technician -II	Level 4	62	67	-05
8.	Technician -III	Level 2	112	137	-25
9.	Khalasi	Level 1	219	97	122
	Total		1001	732	269
	Ministerial Staff				
10.	Chief O. S.	Level 7	04	03	01
11.	O.S.	Level 6	23	06	17
12.	Sr. Clerk	Level 5	06	04	02
13.	Jr. Clerk	Level 2	04	02	02
14.	Sr. Steno		01	0	01
15.	Jr. Steno		02	01	01
16.	Hd. Typist		01	0	01
17.	Total		41	16	25
	Drawing branch				
18.	SSE	Level 7	03	0	03
19.	JE	Level 6	01	01	0
20.	Total		04	01	03

21.	Daftary	Level 1	01	01	0
22.	J. Peon	Level 1	06	06	0
23.	Peon	Level 1	04	02	02
		Total	11	09	02
		Grant Total	1158	828	330

Staff Due for Retirement in 2019:-

Technical - 70

Ministerial - Nil

Distribution of Ministerial Staff of Electrical Branch

Sl	Name	Desig	Place of Work	Work Descriptions
1.	Y. R. Sharma	Ch. O. S.	Dy. CEE (G)	All personnel nature of work is being done i.e. Cadre, DAR, Settlement Service Register, Quarters, Recruitments, Transfers, PCDO, MPP, Selection, Court, RTI, Welfare, Pass, APR, various advances, pay fixation, increments Vacancy Bank, surrender Income Tax, Imprest Cash, Data related to Electrical Consumption and conservation, Electrical Branch related all correspondence, Raising electric bill ... etc.
2.	Vijaylaxmi Kausal	Ch. O.S.	Dy. CEE (G)	
3.	S. K. Thandi	Ch. O. S.	ER/TR	
4.	M. B. Satpute	O. S.	Dy. CEE (G)	
5.	Shilpa O. Dure	O. S.	Dy. CEE (G)	
6.	Sanjay R. Jain	O. S.	Dy. CEE (G)	
7.	U. K. Bhojwani	O. S.	ER/TR	
8.	Rohini R. Zope	O. S.	Dy. CEE (G)	
9.	A. B. Shinde	O. S.	Sub Stn	
10.	N. D. Patil	Sr. Clerk	Dy. CEE (G)	
11.	Jayaprabha Nagarajan	Sr. Clerk	Dy. CEE (G)	
12.	Smt. Kavita Mhatre	Sr. Clerk	Store/Dy. CEE (G)	
13.	Smt Reshma Govilakar	Sr. Clerk	Dy. CEE (G)	
14.	Miss Supriya Joshi	Jr. Clerk	Under Ch.O.S./G	
15.	Swapnil Kotwal	Jr. Clerk	AC Shop	
16.	Dilip Kumar	Jr. Steno	ETL	

C) ELECTRICAL EMU

❖ Staff Strength of Electrical EMU Branch Carriage Workshop, Matunga on 30/06/2019.

Sr.	Designation	Pay Level	S/S	MoR	Vacancy
	Supervisory (Workshop)				
1.	Senior Section Engineer	Level 7	53	46	7
2.	Junior Engineer	Level 6	21	18	3
	Total "A"		74	64	10
	ARTISAN				
3.	M/C FF,MF, Car, Weld, RS/BS, Turner etc	Level 6	61	61	0
4.	Tech-I (Including all Trade)	Level 5	200	135	65
5.	Tech-II (Including all Trade)	Level 4	97	71	26
6.	Tech-III (Including all Trade)	Level 2	290	131	159
	Total "B"		648	398	250
7.	Khalasi/Helper	Level 1 "C"	201	287	-86

	1* Total "A+B+C"		923	749	174
	Ministerial				
8.	Ch. O. S.	Level 7	3	1	2
9.	O. S.	Level 6	15	7	8
10.	Sr. Clerk	Level 5	6	0	6
11.	Jr. Clerk	Level 2	5	1	4
	Total "A"		29	9	20
	Steno/Typist Staff				
12.	Sr. Steno	Level 4	1	0	1
13.	Jr. Steno	Level 2	1	0	1
	Total "B"		2	0	2
	Drawing branch /Acct/ LAB/peon				
14.	SSE	Level 8	5	1	4
15.	JE	Level 6	1	1	0
16.	Sr. SO (A/c)	Level 7	1	0	1
17.	Lab Supdt	Level 7	1	0	1
18.	Office Boy	Level 1	1	1	0
19.	Bungalow Peon	Level 1	1	0	1
	Total "C"		10	3	7
	2nd Total "A+B+C"		41	12	29
	Grant Total 1* & 2nd		964	761	203
20.	Gazetted		4	3	1

Staff Due for Retirement in 2019:-

Technical - 45
Ministerial - 02

SECTIONS AND WORK LOAD

Sl	Name	Desig	Section
1.	B. T. Kadam	Ch.O.S.	General
2.	T. B. Gaikwad	O. S.	A) In Charge of Bills Section, Unit No. 002, 910 & 915, with SR maintaining, PF& Medical Reimbursement, Stationary and Dead Stock etc. B) Preparing Bill Unit No. 027, 028, 029, 031 & 916 with SR Maintaining. C) Preparing Bill Unit No. 913with SR Maintaining.
3.	Mrs. A. A. Kale	O. S.	Preparing Bill Unit No. 199, 911 & 920 with SR Maintaining & Settlement Section.
4.	A. B. Pandey	O. S.	Establishment.
5.	G. C. Day	O. S.	DAR & MACP.
6.	M. J. Kadam	O. S.	Store.
7.	S. K. Ravindran (Superannuating on 31.10.2019)	O. S.	Preparing Bill Unit No. 912 & 914with SR Maintaining.
8.	N. Y. Jadhav	O. S.	1) Pass, Medical/ I. Card, 2) Booth clerk - One Week.
9.	A. A. Pawar	Jr.Clerk	Booth Clerk.

A) MECHANICAL

Staff Strength

Overall SS- 5263

MOR- 4182

Vacancy- 1081

Only Ministerial SS- 220

MOR - 141

Vacancy- 79

The Section wise Distribution of Ministerial Staff of Mechanical Branch

Office	SS	MOR	Vac	Description
General Office	49	44	5	All personnel nature of work is being done i.e. Cadre, DAR, Settlement Service Register, Quarters, Recruitments, Transfers, PCDO, MPP, Selection, Court, RTI, Welfare, Pass, various advances, pay fixation, increments etc
Progress Office	29	18	11	All non-personnel work of mechanical Branch, clerical works related to progress section i.e. all weekly, monthly, quarterly, yearly reports, Action Plan, all correspondence with head quarter, Railway Board, Audit, workshop stationery, Inspection & visits of higher-ups, all Imprest, staff safety equipments, Scarp, Works Contract, various revenue demand, Procurements, staff matter of progress section.... etc.
Bill Section	44	24	20	Main work to arrange all payments and recoveries, regular/spl pay, advances, Leave account all, iPass, numbers of work are being done manually as well as on computer too. UMID, HRMS
Time Office/ Incentive	45	22	23	General Shift Total 28 booth, some booths are allotted having lesser staff i.e. 12, 32 etc whereas some booth having 260, 339 Second Shift Total 05 booth (04 Mech+01 Electric) Night Shift Total 02 Booth. Three times card pinching of Mechanical and Electrical technical staff, there absentee statement, daily co-ordination with all sections of workshop for staff on leave, sick, absent for onward submission to all concerned, preparation of JOB cards, tome slip, time taken etc for incentive. Total 60,000 slips are being used annually. Entries in Workshop Accounting Management System.
Shop offices	53	29	24	This staffs are distributed among 23 shops, looking after the clerical work of respective sections.
Ors	0	4	-4	
Total	220	141	79	

Total Mechanical Branch having 4182 Man On Roll. From the above table of duties assigned to ministerial staff is of personnel as well as non-personnel in nature, Roughly it can said that out of 220 Sanctioned Strength of ministerial staff 138 staff are posted to deal with personnel matters and remaining 82 ministerial staff are posted to deal with non-personnel matters.

Staff Due for Retirement in 2019:-

Technical - 246

Ministerial - 02

Ministerial Staff due for superannuation in next three years: - 2020 = 14, 2021= 08 and 2020 = 16

Totalling 38

- Total Mechanical Branch having 4182 Man On Roll.
- Total 250 technical staff is superannuating in 2019 including 02 ministerial staff.
- It is also noted that **38** ministerial staff is due for superannuation in next three years i.e. up to 2020 but simultaneously the **MOR of technical staff** will also get reduced.
- **Indent for 95** ministerial staff is also placed.
- With the usage of iPass systems the work load has reduced substantially and with full fledged implementation of HRMS (Human Resource Management System, WAMS (Workshop Accounting Management System) it will further reduce the requirement of man power of ministerial staff.
- From the above duties performed by ministerial staff is it observed that the ministerial staff On Roll for the present work load of personnel and non-personnel is found adequate.
- Re-distribution, re-arrangement of work among sub-sections of General Section will also help for better out-turn, such as work of RELHS may be clubbed with settlement section.
- Time Office/Incentive office is needed to fill 05 posts of ministerial staff against the vacancies of 23.
- Re-distribution, re-arrangement of work among booth of Time Office will help for better output, such as clubbing of two more booths.
- **There were 57 vacancies of ministerial staff in March 2017 and 78 vacancies of ministerial staff in March 2018**
- ❖ It is suggested that 05 vacant posts may be filled in General and Time Office respectively plus 10 posts may be kept reserved for unforeseen reasons.
- ❖ In view of the above observations it is concluded that 59 out of 79 vacant posts of ministerial staff are found surplus and needs to be surrendered.

B) ELECTRICAL GENERAL

Staff Strength

Overall

SS- 1158

MOR- 828

Vacancy - 330

Only Ministerial

SS- 37

MOR- 15

Vacancy - 22

Duties performed by Ministerial Staff of Electrical Branch.....

Sl	Name	Desig	Place of Work	Work Descriptions
1.	Y. R. Sharma	Ch. O. S.	Dy. CEE (G)	All personnel nature of work is being done i.e. Cadre, DAR, Settlement Service Register, Quarters, Recruitments, Transfers, PCDO, MPP, Selection, Court, RTI, Welfare, Pass, APR, various advances, pay fixation, increments Vacancy Bank, surrender Income Tax, Imprest Cash, Data related to Electrical Consumption and conservation, Electrical Branch related all correspondence, Raising electric bill ... etc.
2.	Vijaylaxmi Kausal	Ch. O.S.	Dy. CEE (G)	
3.	S. K. Thandi	Ch. O. S.	ER/TR	
4.	M. B. Satpute	O. S.	Dy. CEE (G)	
5.	Shilpa O. Dure	O. S.	Dy. CEE (G)	
6.	Sanjay R. Jain	O. S.	Dy. CEE (G)	
7.	U. K. Bhojwani	O. S.	ER/TR	
8.	Rohini R. Zope	O. S.	Dy. CEE (G)	
9.	A. B. Shinde	O. S.	Sub Stn	
10.	N. D. Patil	Sr. Clerk	Dy. CEE (G)	
11.	Jayaprabha Nagarajan	Sr. Clerk	Dy. CEE (G)	
12.	Smt. Kavita Mhatre	Sr. Clerk	Store/Dy. CEE (G)	
13.	Smt Reshma Govilakar	Sr. Clerk	Dy. CEE (G)	
14.	Miss Supriya Joshi	Jr. Clerk	Under Ch.O.S./G	
15.	Swapnil Kotwal	Jr. Clerk	AC Shop	

Staff Due for Retirement in 2019:-

Technical - 70

Ministerial - Nil

- Electrical branch has 828 Man On Roll.
- Total 70 technical staff are superannuating in 2019.
- Total 15 ministerial staff are on Roll and vacancies are 22.
- The nature of work is purely of personnel and non-personnel nature.
- Current (May 2019) Indian Railway average benchmark for personnel staff is 11.2 Men per '000 staff.
- From the above duties performed by ministerial staff is it observed that the ministerial staff On Roll for the present work load of electrical branch is found sufficient.

❖ Keeping all above factors it is concluded that 22 vacancies of ministerial staff found surplus and needed to be surrender.

C) ELECTRICAL EMU**Staff strength**

Overall SS- 880 MOR-504 Vacancy - 376

Only Ministerial SS- 32 MOR- 09 Vacancy - 23

Duties performed by Ministerial Staff of Electrical EMU Branch.....

Sl	Name	Desig	Section
1.	B. T. Kadam	Ch. O. S.	Bills Section, Unit No. 002, 910, 915, 027, 028, 029, 031, 916, 913, 199, 911, 920, 912 &
2.	T. B. Gaikwad	O. S.	

3.	Mrs. A. A. Kale	O. S.	914 with SR maintaining, PF& Medical Reimbursement, Stationary and Dead Stock etc. Settlement Section, Establishment, DAR & MACP, Store, Pass, Medical/ I. Card.
4.	A. B. Pandey	O. S.	
5.	G. C. Day	O. S.	
6.	M. J. Kadam	O. S.	
7.	S. K. Ravindran, O. S. (Superannuating on 1.10.19)		
8.	N. Y. Jadhav	O. S.	
9.	A. A. Pawar	Jr. Clerk	

Staff Due for Retirement in 2019:-

Technical - 45

Ministerial - 02

- Electrical ENU Branch having 504 Man On Roll.
- Total 02 technical staff is superannuating in 2019.
- Total 09 ministerial staff is on Roll and vacancies are 23.
- The nature of work is purely of personnel and non-personnel nature.
- Current (May 2019) Indian Railway average benchmark for personnel staff is 11.2 Men per '000 staff.
- From the above duties performed by ministerial staff is it observed that the ministerial staff On Roll for the present work load of electrical branch is found sufficient.

❖ Keeping all above factors it is concluded that 23 vacancies of ministerial staff found surplus and needed to be surrender.

Recommendation & Suggestion:

❖ **Recommendations:-** It is recommended to surrender total 104 posts of Ministerial staff. The details are as under:-

Recommendation 1	Mechanical	It is recommended to surrender 59 posts of Ministerial staff.
Recommendation 2	Electrical General	It is recommended to surrender 22 posts of Ministerial staff.
Recommendation 3	Electrical EMU	It is recommended to surrender 23 posts of Ministerial staff.

❖ **Suggestions:-**

Suggestion 1	It is suggested that the work among sub-sections of General Section and Time Office may get Re-distribute/Re-arrange, will help for better out-turn.
Suggestion 2	Since all the ministerial work is planned to be fully computerised, it is suggested to steps to be taken for better railnet speed.

Chapter 4	Financial Implication
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The tentative financial implication due to surrender of posts as on **August** (DA12%) will be as under:-

	Mean Value Pay (Monthly)	Total posts to surrender 104 posts	Average Mean Value Monthly	Yearly money value for 104 posts
Level 6	82768	104	8607872	103294464

Note: - The above financial implication is subject to actual surrender of posts.

END OF STUDY