



**OPTIMIZATION & INCREASING EFFICIENCY  
OF  
MINISTERIAL STAFF WORKING  
AT  
ELECTRIC WORKSHOP, AJMER  
(G/HQ/WS/463/19/Mech./WS/2019-20)**

**GUIDED BY**

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**WORK STUDY ORGANIZATION  
NORTH WESTERN RAILWAY  
JAIPUR**

**EXECUTIVE SUMMARY**

Sr. No.	<b>19</b>			
Study No.	<b>G/HQ/WS/463/19/Mech./WS//2019-20</b>			
Subject	<b>Optimization and increasing efficiency of Ministerial Staff working at Electric Workshop, Ajmer.</b>			
Area	<b>Carriage, Electric Workshop, Ajmer</b>			
Division/ Unit	<b>Carriage Workshop, Ajmer</b>			
Department	<b>Mechanical</b>			
Terms of Reference	<b>Assessment of Man Power requirement</b>			
Present Cadre	<b>Category</b>	<b>Sanctioned Staff</b>	<b>On Roll Staff</b>	<b>Vacancy</b>
	Ministerial Staff	36	22	14
	Typist	03	01	02
	<b>Total</b>	<b>39</b>	<b>23</b>	<b>16</b>
Proposed Cadre	<b>22</b>			
Projected Surplus Man Power	<b>17</b>			
Total No. of Recommendations	<b>05</b>			
Financial Implication	<b>INR 182.85 Lakhs per annum</b>			
Month of Circulation	<b>February' 2020</b>			

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Indian Railway is the biggest transport organization in India and playing an important role in the development and economy of the country. Along with the Commercial activities, the Railways have to fulfill the social obligations also, especially in the time of natural calamity and towards the weaker sections of the society. For the healthy existence of such an important organization it is necessary to be financially viable, which can be achieved by ensuring optimum utilization of the resources i.e. Man, Material and Machinery.

As per present scenario of Railway, **the establishment charges have gone up drastically and hence manpower has become an important factor in bringing economy in the system.** In order to check the cost of manpower, the Railway administration issues guidelines from time to time, in the form of **yardsticks, circulars etc.** **Now-a-days, benchmarking is being utilized to ensure best utilization of manpower.** **Benchmarking is a continuous process of comparing different units and identifying which one is the best in the business, followed by learning how this excellence was achieved** and then setting out to improve the efficiency of those units, which were left behind. The optimum utilization may further be ensured by **multi skilled use of man power.** With the introduction of **computers in the offices, paper activities has been reduced considerably** resulting in further **possibilities of diminution in manpower has become mandatory** due to lesser manual exercise in all the offices over entire railways.

Productivity has acquired a new and broader meaning in the light of highly competitive economic environment, increasing educational levels, degradation of physical environment and increasing population, creating pressure on the limited available resources.

All efforts should be made to ensure that the revenue is spent carefully over assets, infrastructure and manpower. In other words, Railway administration should curtail wasteful expenditure in operational and maintenance costs so as to bring down the operating ratio which is the prime indicator of Railway's financial efficiency.

Keeping in view of the above mentioned factors, SDGM has approved the Work Study on **"Optimization and increasing efficiency of Ministerial Staff working at Electric Workshop, Ajmer."**

- 2.1** The success and final outcome of this report required a lot of guidance and assistance from many officials and we are extremely fortunate to have got this all along the completion of the Work Study Report. Whatever we have done is only due to such guidance and assistance and we would not forget to thank them. We respect and thank to Dy.CEE (WS)/All for giving support to work study team during conducting study, we are extremely grateful to them for providing such a thoughtful guidance and support.

This Work Study Report could not be completed without the efforts and extended co-operation from Personnel officer and departmental co-ordinator Shri-Radhysyam Sharma, Ch.OS/E and his team. Last but not the least; we would like to express our gratitude to all the staff concern for support and willingness to spend some time with us.

**2.2 Terms of Reference:**

This study has been conducted under the following terms of reference:

- i. Revision of the cadre on the basis of existing workload.
- ii. Suggesting the ways and means for improving the system economically and efficiently.

**2.3 Methodology Adopted:**

The following techniques of method study as well as work measurement have been applied to conduct the study:-

- i. Data collection and its critical analysis to arrive on factual status of present working.
- ii. Discussion with officers & subordinates at various levels with a view to produce fruitful results.
- iii. Sample checks and on spot observations.

**2.4 Field units visited:**

The following field units have been visited by Work Study Team during the course of work study:-

Carriage Workshop, Ajmer and CWM office Ajmer.

CHEPTER-3	CADRE POSITION
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### 3.1 Cadre Position of Ministerial Staff of Electric Workshop:

Sr. No.	Designation	G. Pay	SS	OR	Vac.
1.	Ch.OS	44900 - 142400	07	07	0
2.	OS	35400 - 112400	22	13	09
3.	Sr. Clerk	29200 - 92300	06	01	05
4.	Jr.Clerk	19900 – 63200	01	01	0
5.	Chief Typist	35400 - 112400	03	01	02
<b>Total</b>			<b>39</b>	<b>23</b>	<b>16</b>

### 3.2 List of employees who will be retired in 2020

Sr. No.	Name of Employee	Designation	Date of Retirement
1.	Sh. Hari Prashad	Ch.OS	June'2020
2.	Sh. Gopal Lal Bansal	OS Typist	July'2020
3.	Sh. Chandra Shekhar meena	OS	July'2020

<b>4.0</b>	<b>Deployment, Workload &amp; Critical Analysis :</b>
<b>4.1</b>	<b>Establishment Section:</b>
<b>4.1.1</b>	<p><b>Ch OS=01, He is assigned to perform following work during his duty:</b></p> <ol style="list-style-type: none"> <li>1. He is over all in-charge of the section. (PRT, Policy, Service sheet, Receipt &amp; dispatch and settlement).</li> <li>2. Doing supervision of all the files dealt in these sections.</li> <li>3. Mark on received letters to concern dealers and give them needful instructions for timely disposal.</li> <li>4. Monitor the working performance of individual staff and pay attention to improve it.</li> <li>5. Ensure obey of instructions received from the officers.</li> <li>6. Doing needful correction in the files/letters/positions, if required.</li> <li>7. Perform any other work assigned by the higher officials.</li> </ol>
<b>4.1.2</b>	<p><b>Critical Analysis:</b></p> <p><b>In view of above, this staff is working as coordination of sections and supervision of all Ministerial staff. Therefore, this 01 post is considered justified.</b></p>
<b>4.2</b>	<b>PRT Section:</b>
<b>4.2.1</b>	<p><b>Ch OS=01, he is assigned to perform following work during his duty:</b></p> <ol style="list-style-type: none"> <li>1. Dealing with PRT related work of 53 on roll supervisors against 76 sanctioned cadre.</li> <li>2. Process of generating demand letters of direct recruitment took two day each time i.e. total 04 days are consumed in this activity.</li> <li>3. The appointment process includes verification of documents, attestation of documents, DOB verification, medical and police verification etc.</li> <li>4. Process for promotion of 25% LDCE, 25% ranker &amp; 50% RRB quota of JEs initiated, Penal Approval and finalization of trade every year..</li> <li>5. Process for promotion, demotion and transfer of Tech.-II to SSE is initiated once in a year.</li> <li>6. Cadre position of SSEs and JEs of Electric workshop is required to update every month to send in PCDO.</li> <li>7. There is sanctioned cadre of 932 out of which 598 are on roll.</li> <li>8. Provides requisite information every month for PCDO.</li> <li>9. On an average 100-200 cases per annum are received for providing information under RTI Act-2005.</li> <li>10. As and when receive the result of direct recruitment, circulates it to all concern.</li> <li>11. On an average 5-6 Audit para are received every year and replied. Presently there was no audit para pending for reply.</li> <li>12. Preparing statements reflecting vacancy, cadre selection, calendar etc. requires updating</li> </ol>

	<p>in regular interval.</p> <p>13. Doing work related to Group-B of personnel &amp; Electric staff</p> <p>14. Work related to Book of Sanction.</p> <p>15. Work related to MACP of Tech. To SSE.</p>
<b>4.2.2</b>	<p><b>Sr. Clerk=01, He is assigned to perform following work during his duty:</b></p> <ol style="list-style-type: none"> <li>1. Doing correspondence related for PRT of power &amp; coaching group.</li> <li>2. Doing correspondence for arranging suitability/trade test of eclectic staff.</li> <li>3. Dealing with 'on request' and 'mutual' transfer of group "C" staff.</li> <li>4. Maintaining roster register of Electric staff.</li> <li>5. Issuing notification related to UR, death, medically unfit cases (20-25 case/ year).</li> <li>6. Dealing with correspondence related to Trade Unions, Associations, RTI, HQ office, Rly. Board, Employee Grievance Cell.</li> <li>7. Issuing seniority list of L-1 and L-2 staff.</li> <li>8. Performs the mentioned activities for L-1 &amp; L-2 staff.</li> </ol>
<b>4.2.3</b>	<p><b>Critical Analysis:</b></p> <p><b>It has been observed that 02 ministerial staff is sufficient to cope up existing workload of PRT section of Electric Workshop staff. Work study team analyzed &amp; suggests that for better utilization staff, this section may be merged with PRT section of Carriage, Workshop, Ajmer.</b></p>
<b>4.3</b>	<b>Service Sheet Section:</b>
<b>4.3.1</b>	<p><b>Ch. OS =01, He is assigned to perform following work during his duty:</b></p> <ol style="list-style-type: none"> <li>1. Dealing with approx. 2000 service sheets by this section.</li> <li>2. Preparing approximately 30 to 40 service records each year for newly appointed staff.</li> <li>3. Doing approximately 500X3=1500 entries of promotion, demotion and transfer in service records.</li> <li>4. Doing pre-vetting of service record of working staff and of staff under transfer approximately 1400 employees each year.</li> <li>5. Final vetting of Service Record going to retire in near future. 15 to 20 such cases are dealt each month.</li> <li>6. Twice in a year making needful entries for increment in Salary of staff.</li> <li>7. Issuing new as well revised medical card to staff.</li> <li>8. Processing average 25-40 cases per annum for name change.</li> <li>9. Performing work in 50-60 cases per annum related to pay correction and pay fixation.</li> <li>10. Dealing with 50-60 cases per annum for pay fixation of salary as per option given by the employee.</li> <li>11. Receiving around 50-60 cases each year for nomination for PF from the staff, sending it</li> </ol>



	<p>to accounts department and doing needful entries in the service record.</p> <p>12. Issuing list of the staff going to retire in coming year.</p> <p>13. Ensuring scanning and bidding of service record.</p> <p>14. Issuing average 10-12 letters pertains to policy.</p> <p>15. Doing needful entries of leaves in the service record.</p> <p>16. Doing 25-30 entries each year of NIP received from confidential section in the service records.</p> <p>17. Deciding payment in case of stepping up.</p> <p>18. Disposal of average 60-70 items per year received from Trade Unions.</p> <p>19. Providing information in 15-20 cases per year under Right to Information.</p> <p>20. Performing any other work assigned by the higher official. Presently dealing with issuance of SMART cards for medical aid.</p>
<b>4.3.2</b>	<p><b>Critical Analysis:</b></p> <p><b>It has been observed that 01 ministerial staff is sufficient for updating of service sheets of on roll staff of Electric workshop. It is advised by Work study team that for optimum utilization of staff, this section may be merged with services sheet section of carriage Workshop, Ajmer.</b></p>
<b>4.4</b>	<b>Settlement Section:</b>
<b>4.4.1</b>	<p><b>Ch.OS =01 &amp; OS=01, They are assigned to perform following work during their duties:</b></p> <ol style="list-style-type: none"> <li>1. To deal ONR Settlement cases on an average 01 case per month (2019=10 Cases).</li> <li>2. Deal with grievances regarding ONR Cases (10 cases per month).</li> <li>3. Application received for name addition in Railway record (3-5 case /Month).</li> <li>4. Deals with 2-3 cases family pension cases per month.</li> <li>5. To deal 2-3 case pension revision cases per month of ONR.</li> <li>6. To deal approx. 4-5 Re-grant grievances cases per Month.</li> <li>7. Deals with 1-2 Compensatory Allowances cases per month.</li> <li>8. Revision of pensions initiated prior to 2016 after update on Arpan Software.</li> <li>9. Making entries of the received PPOs in register which receiving from accounts department.</li> <li>10. Providing information demanded under RTI rule.</li> <li>11. Receiving application for revision of PPO and replying to the concern.</li> <li>12. Replying to the grievance received under Pension Adalat.</li> <li>13. Generating pension bills over I-pass software.</li> <li>14. Deal with settlement cases of NPS employees &amp; work related to RELHS cards.</li> <li>15. Doing work related to Ummid cards of retired employees.</li> <li>16. To maintain records keeping of staff with traceability of computer system.</li> </ol>

<b>4.4.2</b>	<b>Critical Analysis:</b> <b>It is observed by work study team that the existing workload allotted to these staff is found sufficient. Therefore, these 02 posts are considered justified.</b>
<b>4.5</b>	<b>Training Section:</b>
<b>4.5.1</b>	<b>OS =01, He is assigned to perform following work during his duty:</b> <ol style="list-style-type: none"> <li>1. Doing work related to training of 5 to 10 supervisor and artisan staff per month.</li> <li>2. Doing work related to summer training of approx.100 to 150 Degree &amp; diploma trainees per year.</li> <li>3. To conduct training of approx. 40 to 50 Supervisors &amp; Ministerial staff every year.</li> <li>4. Doing work related to Territory Army &amp; to give replies of RTI &amp; Parliament questions.</li> <li>5. Doing work related to permission of competitive and higher education examination.</li> <li>6. Doing work related to CP gram, Medical &amp; identity card.</li> <li>7. Doing work related to PF Loan.</li> <li>8. To maintain leave record of supervisor and Ministerial staff.</li> </ol>
<b>4.5.2</b>	<b>Critical Analysis:</b> <b>It is observed by work study team that the existing workload allotted to this staff is found sufficient. Therefore, this 01 post is considered justified.</b>
<b>4.6</b>	<b>SC/ST Association Cell:</b>
<b>4.6.1</b>	<b>OS =01, He is assigned to perform following work during his duty:</b> <ol style="list-style-type: none"> <li>1. Performing all work related to Informal Meetings with officers.</li> <li>2. Replying to memorandum handed over by SC/ST Association to Railway Board's</li> <li>3. Making arrangement to conduct elections of association.</li> <li>4. To maintain roster register of ST/Sc employees of carriage &amp; Electric Workshop, Ajmer.</li> <li>5. Doing verification of roster point at the time of selection/ promotion of employees.</li> <li>6. To dispose of the letters received from office bearers of association.</li> <li>7. To deals all cases raised by association and ST/SC employees in separate files.</li> <li>8. To prepared monthly, quarterly positions of ST/SC employees and sent to concerned.</li> </ol>
<b>4.6.2</b>	<b>Critical Analysis:</b> <b>It is observed by work study team that the existing workload allotted to this staff is found sufficient. Therefore, this 01 post is considered justified.</b>
<b>4.7</b>	<b>Pass Section:</b>
<b>4.7.1</b>	<b>OS=01, He is assigned to perform following work during his duty:</b> <ol style="list-style-type: none"> <li>1. To collect Pass/PTOs declaration on yearly basis from staff.</li> <li>2. Dealing with privilege pass account of approximate 620 on roll staff working in Electric</li> </ol>

	<p>workshop and 1200 retired employees.</p> <ol style="list-style-type: none"> <li>Receiving approx. 15 pass/PTO applications each day of serving and retired employees and after needful entries in the register and after that they are preparing on an average 09 privilege passes and 06 PTOs.</li> <li>To maintain record registers and Pass &amp; PTOs books and stock register.</li> </ol>
<b>4.7.2</b>	<p><b>Critical Analysis:</b></p> <p><b>It is observed that the existing workload of this section is found bit more. It is also advised by work study team that pass section of Electric workshop may be merged with pass Section of Carriage workshop. After that the workload of both sections may be redistributed with 05 staff (04 staff are already working in pass section of Carriage Workshop &amp; 01 Staff is working in pass section of Electric Workshop, Ajmer).</b></p>
<b>4.8</b>	<b>Receipt &amp; Dispatch Section:</b>
<b>4.8.1</b>	<p><b>Jr. Clerk=01, He is assigned to perform following work during his duty:</b></p> <ol style="list-style-type: none"> <li>To receipt &amp; dispatch of dak from all sections of Electric workshop and other units.</li> <li>To maintain record register regarding this.</li> <li>To prepare list of PF forms and send to concerned officials.</li> <li>Doing work related to record room.</li> </ol>
<b>4.8.2</b>	<p><b>Critical Analysis:</b></p> <p><b>It is observed by work study team that the existing workload allotted to this staff is found sufficient. Therefore, this 01 post is considered justified.</b></p>
<b>4.9</b>	<b>D&amp;AR Section:</b>
<b>4.9.1</b>	<p><b>01 Ch.OS, He is assigned to perform following work during his duty:</b></p> <ol style="list-style-type: none"> <li>Doing all requisite correspondence for appointment on compensation in group "D".</li> <li>Performing work for appointment of trainee in Group "D" on compensation account and regularizing them in GP-1800/- or level-1.</li> <li>Dealing with the representations received in CGA Adalat.</li> <li>Preparing monthly statement of pending cases of appointment on compensation ground.</li> <li>Dealing with miscellaneous correspondence pertains to compensation appointment.</li> <li>Preparing proposal for appointment of group "C" staff on compensation ground, allotting trade, issuing appointment letter and organizing final retention test.</li> <li>Doing correspondence for suitability check of group "D" staff for appointment on compensation ground.</li> <li>Dealing with policy file for appointment on compensation ground.</li> <li>Nomination of the committee for appointment of JE/SSE on compensation ground.</li> <li>Work mentioned from S. No. 01 to 09 is pertains to appointment on compensation in group "D" on an average 06 cases per annum of compensation appointment are dealt.</li> </ol>

	<p>11. Dealing with 6-7 NOCs cases per month of employees.</p> <p>12. Performing Work related to employee's grievances, Minor penalties, Major penalties and appeals. On an average deals with 6-8 grievance per year, issuance of 08-10 minor penalties and 04-05 major penalties.</p> <p>13. Dealing with policy matters pertains to selection board and nomination of selection board.</p> <p>14. Dealing with approx 600 confidential reports of employees.</p> <p>15. Organizing suitability test for Technical staff.</p> <p>16. Doing periodical review with interval of 03 months for pre-mature retirement of Railway employees.</p> <p>17. Dealing with awards, Disciplinary and Appeal Rule-1966, immovable property and stationary maters.</p> <p>18. To maintain leave record of 600 electrical staff.</p> <p>19. Dealing work related to Special CL of all electric staff.</p> <p>20. Dealing work related to leave of Electrical officers.</p> <p>21. To deal work related to Quarter allotment of 60 quarters.</p>
<b>4.9.2</b>	<p><b>Critical Analysis:</b></p> <p><b>It is observed by work study team that the existing workload of this section is found bit more. It is also advised by work study team that D&amp;AR section of Electric workshop may be merged with D&amp;AR Section of Carriage workshop. After that the workload of both sections may be redistributed with 03 staff (02 staff are already working in D&amp;AR section of Carriage Workshop &amp; 01 Staff is working in D&amp;AR section of Electric Workshop, Ajmer).</b></p>
<b>4.10</b>	<b>WPS Section :</b>
<b>4.10.1</b>	<p><b>Ch. OS=01 &amp; OS=02, They are assigned to perform following work during their duty:</b></p> <ol style="list-style-type: none"> <li>1. To prepare pay sheets of bill unit no. 444, 446, 448, 814, 815 &amp; 817 comprise of approx. 620 employees.</li> <li>2. Doing required correction in pay roll related to promotion, demotion &amp; transfer of employees.</li> <li>3. Doing miscellaneous correspondence &amp; other work as forwarding of PF form.</li> <li>4. Doing correspondence regarding night duty allowance.</li> <li>5. To prepare vetted statement of payable amount.</li> <li>6. Deduction of vouchers received from JC/JP Udaipur railway cooperative banks.</li> <li>7. Generating supplementary bills for retired employee and for revised DA.</li> <li>8. Dealing with TA, contingent bill, leave encashment, PLB and education allowance. To maintain registers related to above allowance.</li> <li>9. To Issue certificate of last salary withdrawn for staff transferred to other bill unit.</li> <li>10. Doing correspondence related to Addition, Revision &amp; Division.</li> <li>11. Dealing &amp; deduction in regarding Computer Advance, Scooter advance &amp; HBA etc.</li> </ol>

	<p>12. Deduction annual &amp; bonus subscription of trade unions.</p> <p>13. Dealing Income Tax related saving and deduction.</p> <p>14. Doing annual increment related work in month of Jan &amp; July.</p> <p>15. Prepare GIS &amp; payment of GIS of all retired employees.</p> <p>16. Prepare leave encashment and adjustment memo of retired employee.</p> <p>17. Deduction and final payment of retired employee.</p> <p>18. Prepare supplementary bill of DA, Incentive etc. of retired employee.</p>
<b>4.10.2</b>	<p><b>Critical Analysis:</b></p> <p>It is observed that, the existing workload of this section is found less. Therefore, It is advised by work study team that WPS section of Electric workshop may be merged with WPS Section of Carriage workshop, Ajmer. After that the workload of both sections may be redistributed among with 09 staff (07 staff are already working in WPS section of Carriage Workshop &amp; 02 Staff are working in WPS section of Electric Workshop). Thus, 01 post of WPS section of Electric workshop may be considered surplus and advised to transfer to Loco motors section at Loco Workshop.</p>
<b>4.11</b>	<b>General Section:</b>
<b>4.11.1</b>	<p><b>Ch. OS=01, He is assigned to perform following work during his duty:</b></p> <ol style="list-style-type: none"> <li>1. Doing work regarding Cash imprest, repair cases of shop, Stores &amp; stationary</li> <li>2. Replies of Audit reports &amp; account Inspection reports.</li> <li>3. Dealing with quotation work.</li> <li>4. Performing General &amp; other miscellaneous work.</li> </ol>
<b>4.11.2</b>	<p><b>OS=01, He is assigned to perform following work during his duty:</b></p> <ol style="list-style-type: none"> <li>1. Dealing of Tender and quotation cases. Presently 15 tender &amp; 05 quotation cases are opened.</li> <li>2. Doing correspondence regarding all tender and quotation cases with firms, divisional and HQ offices.</li> <li>3. Doing work related to stationary and store bill cases.</li> </ol>
<b>4.11.3</b>	<p><b>OS=01, He is assigned to perform following work during his duty:</b></p> <ol style="list-style-type: none"> <li>1. Doing work related Revenue head i.e.-Fund certification, Revised &amp; final estimate.</li> <li>2. Doing work related to RSP. Presently doing only 01 case of mobile charging under RSP.</li> <li>3. Maintain records of work under Demand 16.</li> <li>4. Doing work related to workshop Electric bills &amp; 02 land line BSNL Telephone bills.</li> <li>5. Work related to MTO &amp; stock sheets.</li> <li>6. Doing work related to total 18 CUG SIMs Correspondence and deposit/issued SIMs at the time of transfer or retirement of officials.</li> <li>7. Doing work related to yearly Factory license renewal.</li> </ol>

	<p>8. Prepared half yearly Theft and loss statement of electric workshop and send to account department.</p> <p>9. Prepared quarterly expenditure statement and sent to HQ office.</p>
<b>4.11.4</b>	<p><b>Critical Analysis:</b></p> <p>It is observed that the existing workload of this section is found less. Only 02 staff is sufficient to cope up the existing workload of this section. But during discussion Dy. CEE (WS)/Ajmer has suggested that one separate staff is required for cash im-prest, audit reports and other miscellaneous work. Thus, Dy. CEE's suggestion has been considered by work study team and all 03 posts of General section have been considered justified.</p>
<b>4.12</b>	<b>PCO Section:</b>
<b>4.12.1</b>	<p><b>OS =01, He is assigned to perform following work during his duty:</b></p> <ol style="list-style-type: none"> <li>1. Prepared daily position &amp; monthly PCDO.</li> <li>2. Download approximate 30 letters from e-dak and to send concerned.</li> <li>3. General correspondence regarding electric POH work and other data.</li> <li>4. Prepared 5 to 7 periodical statement per month.</li> <li>5. Deals with 2 &amp; 3 applications per month regarding holiday home booking.</li> <li>6. To reply letters regarding coaches &amp; power maintenance, received from HQ office &amp; other offices</li> <li>7. Prepared position regarding various action plans.</li> <li>8. Deal with union matter of General section.</li> <li>9. Performed any other work instructed by higher officials.</li> </ol>
<b>4.12.2</b>	<p><b>Critical Analysis:</b></p> <p>It is observed by work study team that the existing workload allotted to this staff is found sufficient. Therefore, the 01 post is considered justified.</p>
<b>4.13</b>	<b>TL Shop:</b>
<b>4.13.1</b>	<p><b>OS=01, He is assigned to perform following work during his duty:</b></p> <ol style="list-style-type: none"> <li>1. Dealing on an average 04 to 05 cases per month of promotion, demotion and transfer of 200 employees.</li> <li>2. Maintain employee absentee register and cross check with supervisor's slip and prepare wrong punch memo.</li> <li>3. Doing work regarding receipt and dispatch of 07- 08 outward &amp; inward dak per day to department &amp; offices.</li> <li>4. Receiving 02- 03 PASS/PTOs application per month and send to pass section after needful entries.</li> <li>5. Deal with approx.1-2 IOD cases/year.</li> <li>6. Doing work regarding leave sanction and updating its records.</li> </ol>

	<ol style="list-style-type: none"> <li>7. Doing Territorial Army related work (02 times in a year).</li> <li>8. Preparing attendance register &amp; attendance statement employees of Train lighting section.</li> <li>9. Doing booking of night shift &amp; shift duty of staff.</li> <li>10. Doing monthly updating of cadre position.</li> <li>11. Dealing with average 02-03 case/month of traveling allowance, child education allowance, leave encashment, scooter advance and computer advance.</li> <li>12. Doing average correspondence related to Rajbhasha, housekeeping, safety, shop counseling, trade union and for stationary.</li> <li>13. Replying to approx. 01 to 02 audit replies per year.</li> <li>14. Deals any other work assigned by higher officials.</li> </ol>
<b>4.13.2</b>	<p><b>OS=01, He is assigned to perform following work during his duty:</b></p> <ol style="list-style-type: none"> <li>1. To punch gate attendance card 04 times in a day (06.45 to 07.03, 11.00 to 11.15, 11.45 to 12.00 &amp; 17.00 to 17.15) of 200 employees in his presence.</li> <li>2. To collect un-punch card from attendance booth and entry made in attendance dairy.</li> <li>3. To check physical attendance after received position from shops.</li> <li>4. To put up leave application to SSEs and mentioned in GA card after sanctioned.</li> <li>5. Doing work related to stoppage of ticket.</li> <li>6. To feed night duty allowance and gate passes in EDPM centre and cross tally with record in end of every month.</li> <li>7. Preparing monthly statement for incentive of employees and send to account department after checking with tally sheet.</li> <li>8. To prepare Gate Attendance Card of employees.</li> </ol>
<b>4.13.3</b>	<p><b>Critical Analysis:</b></p> <p><b>It is observed by work study team that the existing workload allotted to above staff is found sufficient. Therefore, 02 posts of this section are considered justified.</b></p>
<b>4.14</b>	<b>RAC Shop:</b>
<b>4.14.1</b>	<p><b>OS=01, He are assigned to perform following work during his duty:</b></p> <ol style="list-style-type: none"> <li>1. Dealing on an average 04 to 05 cases per month of promotion, demotion and transfer of 243 on roll staff of RAC and 45 on roll staff of Carriage motors.</li> <li>2. Maintain employee absentee register and cross check with supervisor's slip and prepare wrong punch memo.</li> <li>3. Doing work regarding receipt and dispatch of 07- 08 outward &amp; inward dak per day to department &amp; offices.</li> <li>4. Receiving 02- 03 PASS/PTOs application per month and send to pass section after needful entries.</li> <li>5. Deal with approx.1-2 IOD cases/year and monthly updating of cadre position.</li> </ol>

	<ol style="list-style-type: none"> <li>6. Doing work regarding leave sanction and updating its records.</li> <li>7. Doing Territorial Army related work (02 times in a year).</li> <li>8. Preparing attendance register &amp; attendance statement employees of Train lighting section.</li> <li>9. Doing booking of night shift &amp; shift duty of staff.</li> <li>10. Dealing with average 02-03 case/month of traveling allowance, child education allowance, leave encashment, scooter advance and computer advance.</li> <li>11. Doing average correspondence related to Rajbhasha, housekeeping, safety, shop counseling, trade union and for stationary.</li> <li>12. Replying to approx. 01 to 02 audit replies per year.</li> </ol>
<b>4.14.2</b>	<p><b>OS=01, He is assigned to perform following work during his duty:</b></p> <ol style="list-style-type: none"> <li>1. To punch gate attendance card 04 times in a day (06.45 to 07.03, 11.00 to 11.15, 11.45 to 12.00 &amp; 17.00 to 17.15) of 243 on roll staff of RAC and 45 on roll staff of Carriage motors in his presence.</li> <li>2. To collect un-punch card from attendance booth and entry made in attendance dairy.</li> <li>3. To check physical attendance after received position from shops.</li> <li>4. To put up leave application to SSEs and mentioned in GA card after sanctioned.</li> <li>5. To feed night duty allowance and gate passes in EDPM centre and cross tally with record in end of every month.</li> <li>6. Preparing monthly statement for incentive of employees and send to account department after checking with tally sheet.</li> <li>7. Doing work related to stoppage of ticket and prepared GA Card of employees.</li> </ol>
<b>4.14.3</b>	<p><b>Critical Analysis:</b></p> <p><b>It is observed by work study team that the existing workload allotted to above staff is found sufficient. Therefore, 02 posts of this section are considered justified.</b></p>
<b>4.15</b>	<b>Loco Motors Shop:</b>
<b>4.15.1</b>	Presently, 45 Electric staff are working at loco motors shop in Loco workshop, Ajmer. There is no ministerial staff is deputed. APO (C)/Ajmer has advised that 01 Ministerial staff is required at loco motors shop for performing their ministerial work.
<b>4.15.2</b>	<p><b>Critical Analysis:</b></p> <p><b>Work study team is agreed with APO's suggestions and advised that 01 post may be required for ministerial work at loco motor shop. Therefore 01 staff with post may be transferred from WPS section to Loco Motors Section at Loco Workshop, Ajmer.</b></p>
<b>4.16</b>	<b>Type Section:</b>
<b>4.16.1</b>	<p><b>Typist OS=01, He is assigned to perform following work during his duty:</b></p> <p>The sanctioned strength of typist is 03 out of which 01 typist is on roll. 01 typist performs his duty in establishment section of electric workshop. Doing typing work of PRT, Training,</p>



	<p>settlement, DA&amp;R, pay fixation order, etc. He is also performing following work:</p> <ol style="list-style-type: none"> <li>1. Dealing of court cases. Presently 08 court cases are under process.</li> <li>2. To issue approx. 20 letter per month for promotion, transfer &amp; revision orders.</li> <li>3. To circulate revised cadre annually and update FTP once in every month.</li> <li>4. To maintain seniority of all supervisors and artisan staff of electric staff.</li> </ol>
<b>4.16.2</b>	<p><b>Critical Analysis:</b></p> <p><b>As per Railway board policy typist cadre doesn't exist in Railway. Therefore, on roll staff of typist to be redeployed in personnel cadre against vacancies and post of typist staff may be surrendered. Thus, 03 posts (02 vacant) of typist have been considered surplus and advised to surrender forthwith.</b></p>

<b>CHEPTEr-5</b>	<b>SUMMARY OF IDENTIFIED SURPLUS POSTS</b>
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**5.1 Summary of Projected Surplus Posts:**

Sr. No.	Designation	G. Pay	SS	OR	Vac.	Proposed Cadre	Identified Surplus Posts
1.	Ch.OS	44900 - 142400	7	7	0	4	3
2.	OS	35400 - 112400	22	13	9	12	10
3.	Sr.Clerk	29200 - 92300	6	1	5	3	3
4.	jr.Clerk	19900 – 63200	1	1	0	3	-2
5.	OS Typist	35400 - 112400	3	1	2	0	3
<b>Total</b>			<b>39</b>	<b>23</b>	<b>16</b>	<b>22</b>	<b>17</b>

**On the basis of critical analysis of provided data as well on the basis of field observations following recommendations are being proposed:**

**6.1 Recommendations No.-1:**

After introduction of computer systems and various software in day to day office working. This has reduced the manual efforts in office working drastically. At the very same time due to introduction of new technologies and outsourcing of work, the number of staff to whom office have to cater has also reduced. Thus the workload of office staff has reduced by two fold. On analysis of the workload assigned to staff, it has been observed that total 22 ministerial staff (04 Ch.OS, 12 OS, 03 Sr.Clerks & 03 Jr.Clerks) have been considered sufficient to meet out with the existing workload.

The sanctioned strength of Ministerial staff is 39 posts (Ch.OS-07, OS-22, Sr.Clerk-06, Jr.Clerk -01 & OS typist-03) out of which 17 (16 vacant) posts of Ministerial staff (03 Ch.OS, 10 OS, 01 Sr.Clerk & 03 OS typist) has been considered surplus and advised to surrender forthwith.

**6.2 Recommendation No.-2:**

The space is constraint of workstations in Establishment Section I & II. Therefore, the employees cannot work properly & pleasantly and the furniture is being used in the office is very old. There is no proper storage of files. Therefore, the most of files are being stacked over the table and affecting smooth functioning of day to day office work. It is recommended to introduce modular furniture with storage facility as specified area. This will definitely going to improve the work environment of the office.

**6.3 Recommendation No.- 3:**

It is observed by work study team that the recordkeeping of service record are managed in good manner in settlement section of electric staff. Service record can be traced namewise of employee in a specified rack as shown in computer system. Therefore, the service record of employee is easily traceable without delay. It is advised by work study team that this record keeping system of service record may be adopted by all NWR workshops.

**6.4 Recommendation No.-4:**

It has been observed that all most sections of electric workshop are same as Carriage workshop. If these sections, merger with sections of carriage workshop then workload of these sections can be done by less staff. It is advised by work study team that same sections may be merged with each other to save manpower and other requirements.

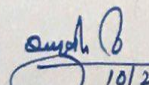
**6.5 Recommendation No.-5:**

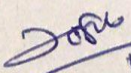
It has been observed that there is no adequate number of computers. One or two computers are provided in a section therefore, the waiting time to perform work is very high. Along with other supporting equipments, like printer scanners, etc. are also too old, so required performance of the work cannot be achieved. Thus, it is advised to provide computer system at each work station with adequate number of scanners & printers. It will do help in smooth implementation of e-office and manpower optimization.

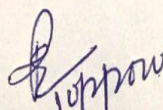
**DISCUSSION AT OFFICER LEVEL**

**Minutes of meeting held between AWSO/HQ/NWR/JP with APO (C), WPO (WS) & DY.CEE (WS), Ajmer on 10.02.2020:**

1. The recommendations of Work Study Reports were briefed to APO (C), WPO (WS) & DY.CEE (WS), Ajmer by AWSO.
2. It has been informed that the Work Study was carried out on the basis of actual workload received from individual and time taken thereof. The workload of ministerial staff has been reduced due to introduction of computer systems, various software & upgraded technology in day to day office working. This has reduced the manual efforts in office working drastically. The ministerial staff of electric workshop have been merged with Carriage Workshop staff, it is also a causing of reduced the workload of ministerial staff. Thus the workload of office staff has reduced in two fold.
3. It has been observed by work study team that, 21 ministerial staff is sufficient to meet out the existing workload. Thus, in the sanctioned cadre of 39 staff, 18 staff (16 vacant) has been considered surplus and advised to surrender forthwith.
4. Certain recommendations to improve the condition of workplace and work culture were also briefed during the meeting. During discussion Dy.CEE/W/All has advised that one post which identified surplus in work study report is required in General Section for dealing of Audit, cash imprest and other miscellaneous work.
5. In view of above, it has been advised by work study team that the recommendations of the Work Study Report may be implemented and ensure to surrender the 17 Posts (16 Vacant) of Ministerial staff of Electric Workshop, Ajmer.

  
10/2/2020  
AWSO/HQ/NWR/JP

  
10/2/2020  
APO (C & E)

  
WPO(WS), All



**CHEPTER-8****FINANCIAL IMPLICATION**

With the proposal for surrender of **17 Posts** of Ministerial staff of Ajmer Electric Workshop. The recurring savings per annum in money value amount is given as below:-

<b>Sr. No.</b>	<b>Designation</b>	<b>Pay Matrix</b>		<b>Mean Pay</b>	<b>DA 17%</b>	<b>Total Pay</b>	<b>Identified Surplus posts</b>	<b>Saving/ month (Rs.)</b>	<b>Saving/ year (Rs.)</b>
1.	Ch.OS	44900	142400	93650	15921	<b>109571</b>	3	328713	3944556
2.	OS	35400	112400	73900	12563	<b>86463</b>	10	864630	10375560
3.	Sr. Clerk	29200	92300	60750	10328	<b>71078</b>	1	71078	852936
4.	OS Typist	35400	112400	73900	12563	<b>86463</b>	3	259389	3112668
<b>Total</b>							<b>17</b>	<b>1523810</b>	<b>18285720</b>

Total recurring savings of **17 surplus posts** is **Rs.182.85 lakhs per annum** approximately.