



**REVIEW
OF
STRENGTH OF STAFF
WORKING UNDER
SSE (WORKS) OVER
JODHPUR DIVISION
(EXCLUDING B & D UNIT JU)**

(G/HQ/WS/463/19/ENGG./JU/2018-19)

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**WORK STUDY ORGANIZATION
NORTH WESTERN RAILWAY
JAIPUR**

EXECUTIVE SUMMARY

Sr. No.	19
Study No.	G/HQ/WS/463/1ssss9/Engg./JU/2018-19
Subject	Review of staff strength of staff working under SSE (Works) over Jodhpur Division (Excluding B & D Unit JU)
Area	SSEs (Works)/P/JU, Line JU, JSM, DNA, MTD, SMR & BME of Jodhpur Division.
Department	Engineering.
Terms of Reference	Assessment of man power requirement.
Present Cadre	Sanctioned cadre = 293 On roll staff = 157 Vacancies = 136
Proposed Cadre	52
Projected Surplus Man Power	241
Total No. of Recommendations	07
Financial Implications	Rs. 1445.36 Lac per annum.
Month of Circulation of Report	May, 2019

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CHAPTER-I

INTRODUCTION

Indian Railways is an organization with social obligation to the nation. The organization is also to be viewed as financially viable one to make best use of its machinery to achieve maximum utility of available resources. Indian Railways is facing a severe financial crunch. There is a need to improve the efficiency of the Railways i.e. to increase the income and to reduce expenditures to overcome this crisis. The right sizing with optimum utilization of man power is one of the main effective ways to reduce the unit cost and to increase the efficiency.

In the past, some posts like Meson, Carpenter, Fitter, Plumber, and Painter etc. were generated, that time these posts were very vital but after the introducing new technology and adopting new system, these have lost their values. But, presently, the scenario has been changed and Railways have adopted contract system in non-core activities. All types of repair works of service buildings and railway quarters, development of horticulture & its maintenance which come under non-safety and non-core activities are included in zonal works and all types of construction works are being done on contract resulting the workload of existing staff has been reduced considerably. But on scrutinizing the BOS it came into the notice that most of these posts are lying vacant since long.

To find out the possibilities as discussed above, this work study was undertaken which was approved by SDGM/NWR.

CHAPTER-II

ACKNOWLEDGEMENT

2.0 Coordinating Officials of the deptt. :-

The Work Study Team pays its gratitude to **Sh. Om Prakash SSE/W/Line/JU, Sh. L. C. Meena SSE/W/JSM, Sh. Sanjay Kumar SSE/W/DNA, A S Khan SSE/W/MTD, Sh. Pramod Kumar, SSE/W/SMR and Sh. Lala Ram SSE/W/BME as coordinators** for giving their **valuable guidance and co-operation** to the team during the course of work study. Team is also thankful to other officials for providing data/information and necessary assistance to the team during the course of study.

2.1 Terms of Reference:-

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

- i) Review of staff vis-à-vis workload on existing working conditions.
- ii) Suggesting the ways and means for improving the system economically and efficiently.

2.2 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) Work sampling techniques for certain activities at certain major stations of Jodhpur division.
- iii) Holding discussions at various levels with a view to produce fruitful results.
- iv) Sample checks and spot observations.

2.3 Field units visited:-

Work study team has visited at Engineering department in DRM office JU, SSEs (Works)/P/JU, Line JU, JSM, DNA, MTD, SMR & BME of Jodhpur Division.

CHAPTER-III

SYNOPSIS

- 3.0 Indian Railways is one of the biggest transportation organizations among all other transport organizations in the country. In fact the Railway is backbone of the country's transport systems. In the recent time, Railway is facing tremendous competition with road and air transports. Indian Railways has been losing out freight share to the Roadways since last decade despite its inherent advantages of being environment friendly and more reliable. In the time of competition, transport system should not only be agile, prompt and amenable but also financially viable. In order to bring economy in expenditure, the optimum utilization of man, machine and material will have to be ensured.
- 3.1 The staff of SSEs (Works) are deployed for proper and regular maintenance of the Railway assets and look after passenger amenities as well as staff welfare. The work of SSE (Works) office is being managed by out sourcing. This has resulted redundancies in certain activities. In view of the above, The Work Study Cell has been assigned to conduct work-study of the staff of SSEs (Works) over Jodhpur Division.
- 3.2 SDGM has approved the work study of SSEs (Works) over Jodhpur Division.
- 3.3 During the course of study, the team picked up/ collected the requisite data of all the activities carried out in the offices of SSEs (Works) over Jodhpur division and critically analyzed the same. To arrive at the actual requirement of staff, the team held discussions at various levels and kept practicability in view.

CHAPTER-IV

Organization and Duties of staff

4.1 Organization of Engineering Department:-

The Engineering Department is headed by Sr.DEN (Co.) who governs the working of engineering department including Works over Jodhpur division through 02 Sr. DENs, 01 DEN, 06 Sectional ADENs, 01 ADEN/HQ and 01 ADEN/TMC.

The works department is mainly meant for managing the work of construction of new buildings, maintenance and repair works related to railway quarters, water supply, service buildings and horticulture etc. For supervising the workload at site regularly, different SSEs (Works) and other official staff are deployed.

However, in past, the works staff were engaged for construction and maintenance by the railways on its own. **But, presently, the scenario has been changed and Railways are going to adopt contract system in non-core activities day by day.** In pursuance of Board's guidelines, on Jodhpur division also, **all type of repair works of service buildings and railway quarters, development of horticulture and its maintenance which come under non-safety and non-core activities, are included in works and all type of construction works are being done on contract basis** resulting in the workload of existing engineering works has considerably reduced.

In view of the above aspects, the review of requirement of the works staff has become essential. To arrive at a factual conclusion on requirement of manpower, the team has collected the data related to existing workload and assessed the same on the need basis after applying on spot observations and discussions at various levels.

The unit wise deployment, workload, critical analysis and recommendations of surplus posts are described in ensuing chapters.

4.2 Duties of staff:-

A. SSE/JE (Works):-

SSE/JE(Works) perform their duties in office as well as in field units which are broadly mentioned as follows:-

- i) Inspections and maintenance of service buildings, staff quarters, roads & foot over bridges.
- ii) Inspections and maintenance of water supply drainage/sewage maintenance.
- iii) Accountal, procurement and periodical verification of stores & tools required for regular maintenance.
- iv) Maintenance of land boundaries of Railway as specified in the Engg. Code/Manual.
- v) Execution of new/sanctioned works including zonal works.
- vi) Measurements and bills pertaining to works including correspondence, if any.
- vii) Periodical inspection of new works and inspections as specified in Engg. Manual.
- viii) Maintenance and repairing of roads.

B. Carpenter:- They are skilled and trained for repairing of wooden doors, windows, chairs, tables, wooden blocks for pipe-lines etc. of Railway quarters, Stores, C&W offices, Electric sub-station & other Railway offices that fall under jurisdiction of concerned SSE(Works).

C. Painter:- They are assigned the work of painting in railway quarters and different offices. Writing names on name plates of railway employees and marking dates of cleaning on over-head tanks also comes under their duty list.

D. Mason:- Repair work of Railway quarters, hauzes, sewer lines and water's underground hauzes etc are attended by mason. They are also responsible for petty repairs of broken floors of Railway stores, washing lines, and AC repair shops.

E. Fitter:- These staff are engaged for maintenance of pipe fitting related activities.

F. Black Smith:- These staff are engaged for maintenance of smithy related activities.

G. Chowkidar:- Chowkidar staff are utilized in EI roster as care taker in the offices, stores, ORH, Holiday Home etc.

H. Mali:- Mali's are utilized as work helper for watering the plants and sapling the plants in rainy season in Railway colonies.

I. Valve man:- They are assigned the work of driving valves established for supplying water at stations and Railway colonies.

J. Road Gang man:- These staff are engaged to accomplish the labor work when the Railways carry out construction work on its own.

CHAPTER-V
CADRE, DEPLOYMENT AND CRITICAL ANALYSIS

5.0 Jodhpur unit:- Jodhpur unit is divided into three parts i.e. SSE (Works)/B/JU, SSE (Works)/D/BGKT and SSE (Works)/P/JU under the control of ADEN/HQ/JU.

Jurisdiction of SSE(Works))/P/JU:-

Under Jodhpur area :-

- i) Service Buildings - Main pipe line of Railway station JU, DRM Office, Workshop JU, BGKT station, Railway Stores, Washing lines and RKB station.
- ii) Residential Buildings- RKB colony, DS colony, Nehru park colony, Workshop colony, Traffic colony, Medical colony, Old & New Loco colony, Wireless colony, GRP colony and BGKT colony.
- iii) Total no. of Railway quarters = 625

5.1 Cadre position of staff under SSE(Works)/P/JU:-

SN	Category	Pay Band	GP	SS	OR	Vac.
1	SSE	9300-34800	4600	01	01	0
2	JE	9300-34800	4200	01	01	0
3	Ch. OS	9300-34800	4600	01	01	0
4	MCM Fitter	9300-34800	4200	03	02	01
5	Fitter-I	5200-20200	2800	03	01	02
6	Fitter-II	5200-20200	2400	02	02	00
7	Fitter-III	5200-20200	1900	02	02	00
8	Painter-I	5200-20200	2800	01	00	01
9	Mason-I	5200-20200	2800	01	00	01
10	Mason-II	5200-20200	2400	02	00	02
11	Mason-III	5200-20200	1900	02	01	01
12	Carpenter-I	5200-20200	2800	01	01	00
13	Black Smith-III	5200-20200	1900	01	01	00
14	Chowkidar	5200-20200	1800	03	01	02
15	Valveman	5200-20200	1800	16	05	11
16	Helper/Khalasi	5200-20200	1800	29	22	07
17	Mali	5200-20200	1800	05	03	02
18	Safaiwala	5200-20200	1800	04	02	02
Total				78	46	32

5.2 Deployment of above mentioned on roll staff:-

SN	Category	OR	Brief description
1	SSE/ Works	01	Over all Incharge of SSE/W/P/JU and also looks after establishment related activities.
2	JE	01	Supervision and maintenance of Water supply over Jodhpur town in Railway premises in addition to maintenance of quarters including sewer line, Road work, General cleanness of 625 quarters.
3	Ch.OS	01	All establishment related work of staff working under SSE/W/P/JU like Pay fixation, maintenance of leave account, preparation of pay, increments and grievances, Pass/PTO of staff.
4	Carpenter	01	Carpenter is deployed in different locations with Khalasi for carpentry work.
5	Mason	01	Mason is deployed in different locations with Khalasis masonry work.
6	Fitter	07	Fitters are deployed in different locations with Khalasis for maintenance/repair of pipe fittings/plumbing items.
7	Blacksmith	01	Blacksmith is deployed in different locations with Khalasis for smithy work.
8	Khalasi	22	20 Khalasis are deployed with artisan staff (02 with each artisan). 02 Khalasis are deployed with SSE for measurement work.
9	Chowkidar	01	01 Chowkidar is deployed in office.
10	Safaiwala	02	02 Safaiwalas are utilized for cleaning and sweeping of offices.
11	Mali	03	03 Malis are being utilized as helper. They help in repair defective pipe lines and other water related works.
12	Valveman	05	05 Valvemen are deployed to operate the valves established at water tanks for supply of water at stations and Railway colonies.
Total		46	

5.3 Critical analysis, requirement of staff vis-à-vis workload and recommendations:-

During the course of work study, the work study team has observed that number of posts lying vacant under SSE/W/P/JU. With the existing staff it is very hard to attend the all complaints received from railway staff. So the maintenance work is not going on smoothly. In this situation, it will be better to outsource all activities of SSE/W/P/JU. All the **maintenance and repair works of Railway quarters and service buildings under SSE/W/B/JU have already been outsourced**. The work is going smoothly; contractor is providing satisfactory service to the staff. **This service may also be adopted by SSE/W/P/JU**. After

outsourcing the whole activities, workload will be shifted and **the almost no workload would be left.**

Hence, the cadre of these staff may be minimized after outsourcing. Therefore, the **requirement of maintenance staff after outsourcing the work** will be as follows:-

5.4 The calculation of requirement of staff under SSE (Works)/P/JU:-

S N	Category	SS	O R	Vac.	Prop osed	Surpl us	Remarks
1	SSE/Works	01	01	00	01	00	After outsourcing all the maintenance and repair works of Railway quarters and service buildings under SSE/W/ P/JU, only supervision work would be left for SSEs/JEs. Keeping in view the workload, 1 SSE & 1 JE will be sufficient for the supervision of contractor's work. Hence these posts are justified.
2	JE/Works	01	01	00	01	00	
3	Ch. OS	01	01	00	00	01	After outsourcing the all activities a very few works would be left for the staff and this work will be handled by the staff as suggested in para no. 5.4. All establishment work may be done by the AEN office. Hence there will be no work left for ministerial and artisan staff. Therefore, alone <u>post of Ch.OS, 03 posts of Chowkidar and all artisan staff are surplus and may be surrendered forthwith.</u>
4	MCM Fitter	03	02	01	00	03	
5	Fitter-I	03	01	02	00	03	
6	Fitter-II	02	02	00	00	02	
7	Fitter-III	02	02	00	00	02	
8	Painter-I	01	00	01	00	01	
9	Mason-I	01	00	01	00	01	
10	Mason-II	02	00	02	00	02	
11	Mason-III	02	01	01	00	02	
12	Carpenter-I	01	01	00	00	01	
13	B. Smith-III	01	01	00	00	01	
14	Chowkidar	03	01	02	00	03	
15	Valveman	16	05	11	00	16	Valveman work has already been done through outsource by SSE/W/B/JU office. Hence, <u>these posts are surplus and may be surrender forthwith.</u>
16	Helper/ Khalasi	29	22	07	05	24	After outsourcing routine work like Cleanness of roofs, Dak

							delivery, Measurements with SSEs, inspection of higher officers, works which is not cover in out sourcing (Tree cutting, Shifting / Transportation of release material) and emergency work only 05 Khallasis are sufficient to coup up the workload. Hence, <u>24 posts of Khalasis are surplus and may be surrendered forthwith.</u>
17	Mali	05	03	02	00	05	After outsourcing the all activities there will be no work left for Mali. Hence, all <u>5 posts of Mali are surplus and may be surrendered forthwith.</u>
18	Safaiwala	04	02	02	00	04	Safaiwala work has already been outsourced. Hence, <u>these posts are surplus and may be surrendered forthwith.</u>
Total		78	46	32	7	71	SS=78, OR=46, Vac.=32, Proposed=7 and Surplus=71

After thorough analysis and **keeping in view of the reduction in the workload, after outsourcing**, as per remarks mentioned in above table, the work study team is of the opinion that total **07 staff under SSE(Works)/P/JU are quite sufficient** to cope up with existing workload. Thus, **78 - 07 = 71 posts are surplus** which **may be surrendered forthwith.**

5.5 Recommendation No.1:-

After thorough analysis of work load of maintenance staff under SSE (Works)/P/JU as discussed in para no. 5.4, the work study team is of the opinion that total 07 staff are quite sufficient to cope up with the existing workload. Thus, 78 - 07 = 71 posts (including 01 post of Ch.OS + 18 posts of Artisan + 03 posts of Chowkidar + 16 posts of Valveman + 24 posts of Khalasi, 05 posts of Mali+ 04 posts of Safaiwala) are surplus which may be surrendered forthwith

CHAPTER-VI

Jodhpur/Line unit

6.0 Jodhpur/Line unit:- Jodhpur/Line unit is working under the control of ADEN/Line/JU.

6.1 Jurisdiction of SSE(Works)/Line/JU:-

- (i) All service buildings and staff quarters of the section from Pipar Road (excluding) to Bilara (including).
- (ii) All service buildings and staff quarters of the section from Sathin Road to Jodhpur (Excluding).
- (iii) All service buildings and staff quarters of the section from Jodhpur (excluding) to Marwar Jn.(including).
- (iv) All service buildings and staff quarters of the section from Luni (including) to Satlana (including).
- (v) All service buildings and staff quarters of the section from Basni (including) to Marwar junction (excluding).

Total no. of Railway stations = 18

Total no. of Railway quarters = 665

No. of complaints = 35-40 per month i.e. approx. 01 nos. per day.

6.2 Details of Zonal contracts:-

ADEN (Line)/JU sub division:-

- (i) **Area of zone contract no.-1** - for major repair and maintenance works of residential buildings from JU (excluding) - MJ (excluding) and LN - SUT under which accepted value **Rs. 8871611/-** (Rupees eighty eight lac seventy one thousand six hundred and eleven only) are kept.
- (ii) **Area of zone contract no.-2** - for major repair and maintenance works of residential buildings from JU - SWF and PPR - BARA under which accepted value **Rs. 6216779/-** (Rupees sixty two lac sixteen thousand seven hundred and seventy nine only) are kept.
- (iii) **Area of zone contract no.-3** - for major repair and maintenance works of service buildings from BANE - MJ (excluding), SWF – JU(Excluding) and PPR - BARA under which accepted value **Rs. 7073198/-** (Rupees seventy lac. seventy three thousand one hundred and ninety eight only) are kept.

6.3 Cadre position of staff under SSE(Works)/Line/JU:-

SN	Category	Pay Band	GP	SS	OR	Vac.
1	SSE/Works	9300-34800	4600	01	02	+01
2	JE	9300-34800	4200	01	00	01
3	Fitter Gr.-I	5200-20200	2800	01	00	01
4	Fitter Gr.-III	5200-20200	1900	01	00	01
5	Carpenter-II	5200-20200	2400	00	01	+01
6	Carpenter -III	5200-20200	1900	01	00	01

7	Mason-II	5200-20200	2400	00	01	+01
8	Mason-III	5200-20200	1900	01	00	01
9	Blacksmith-II	5200-20200	2800	01	00	01
10	Khalasi	5200-20200	1800	14	04	10
11	Chowkidar	5200-20200	1800	01	00	01
12	Valve man	5200-20200	1800	01	00	01
13	Clerk	5200-20200	1900	01	01	00
Total				24	9	15

6.4 Deployment of above mentioned on roll staff:-

SN	Category	OR	Brief Description
1	SSE	02	Senior most SSE is over all incharge and also looks after office related work and another SSE is deployed to supervise special and section maintenance work.
2	Carpenter	01	Carpenter is being sent in different locations as per requirement.
3	Mason	01	Mason is being sent in different locations as per requirement.
4	Khalasi	04	02 Khalasis are deployed with artisan staff. 02 Khalasis are being utilized vice vacancies of fitter/Blacksmith.
5	Clerk	01	He looks after all establishment related work like Pay fixation, maintenance of leave account, preparation of pay, increments and grievances, Pass/PTO of staff.
Total		9	

6.5 Critical analysis, requirement of staff vis-à-vis workload and recommendations:-

During the course of work study, the work study team has observed that all the major works of **maintenance and repair of Railway quarters and service buildings have already been given on contract in the form of Zonal contracts**. Besides this, the **construction work of new buildings**, whenever it has to be done, **is also given on contract**. Thus, the major part of **the workload of works staff under SSE(Works)/Line/JU** has been shifted on contract and **the less workload has left on these staff** and **they are now being utilized for attending day to day complaints related to petty repairs** of service buildings and railway quarters. The process to give, **maintenance and repair works of Railway quarters and service buildings on outsource basis has been started**. After outsourcing the whole activities, workload will be shifted and **the almost no workload would be left for works staff**.

Hence, keeping in view of outsourcing of work, the cadre of these staff should be minimized to save the Railways from double economic burden.

Therefore, the **requirement of maintenance staff for existing workload has been assessed on the need basis** which is as follows:-

6.6 The calculation of staff under SSE(Works)/Line/JU:-

SN	Category	SS	OR	Vac .	Prop osed cadr e	Sur plu s	Remarks
1	SSE/JE	02	02	00	02	00	After outsourcing all the maintenance and repair works of Railway quarters and service buildings under SSE/W/Line/JU, only supervision work would be left for SSEs/JEs. Keeping in view the workload, 1 SSE & 1 JE will be sufficient for the supervision of contractor's work. Hence these posts are justified.
2	Clerk	01	01	00	00	01	After outsourcing the all activities very little work would be left for the staff and this work will be handled by the staff as suggested in para no. 6.6. All establishment work may be done by the AEN office. Hence, there will be no work left for ministerial and artisan staff. Therefore, <u>01 post of Clerk and 05 artisan staff are surplus and may be surrendered forthwith.</u>
3	Fitter	02	00	02	00	02	
4	Carpenter	01	01	00	00	01	
5	Mason	01	01	00	00	01	
6	Blacksmith	01	00	01	00	01	
7	Khalasi	14	04	10	04	10	After outsourcing routine work like Cleanness of roofs, Dak delivery, Measurements with SSEs, inspection of higher officers, works which is not cover in out sourcing (Tree cutting, Shifting/ Transportation of release material) and emergency work only 04 Khalasis are sufficient to coup up the existing workload. Hence, <u>10 posts of Khalasis, 01 post of Chowkidar and 01 post of Valveman are</u>
8	Chowkidar (Rest House)	01	00	01	00	01	
9	Valve man	01	00	01	00	01	

							<u>found surplus and may be surrendered forthwith.</u>
	Total	24	9	15	6	18	SS=24, OR=09, Vac.=15, Proposed=06 and Surplus=18

After thorough analysis and **keeping in view of the reduction in the workload after outsourcing**, as per remarks mentioned in above table, the work study team is of the opinion that total **06 staff under SSE(Works)/Line/JU are quite sufficient** to cope up with the existing workload. Thus, **24 - 6 = 18 posts are surplus which may be surrendered forthwith.**

6.7 Recommendation No.2:-

After thorough analysis of work load of maintenance staff under SSE (Works)/Line/JU as discussed in para no. 6.6, the work study team is of the opinion that total 06 staff are quite sufficient to cope up with the existing workload. Thus, **24 - 6 = 18 posts (including 02 posts of Fitter + 01 post of Carpenter+ 01 post of Mason+ 01 post of Blacksmith + 10 posts of Khalasi, 01 post of Chowkidar+ 01 post of Valveman and 01 post of Clerk) are surplus which may be surrendered forthwith.**

CHAPTER-VII

Rai Ka Bag unit

7.0 Rai Ka Bag (RKB) unit:- Rai Ka Bag unit is working under the control of ADEN/JSM.

7.1 Jurisdiction of SSE(Works)/RKB:-

All service buildings and staff quarters of the section from Rai Ka Bag (excluding) to Jaisalmer (including).

Total no. of Railway stations = 21

Total no. of Railway quarters = 714

No. of complaints = 49 per month i.e. approx. 02 nos. per day.

7.2 Details of Zonal contracts:-

ADEN/JSM sub division:-

- (i) **Area of zone contract no.-1** - for major repair and maintenance works of residential buildings from RKB (excluding) - PLC (including) under which accepted value **Rs. 8243927/-** (Rupees eighty two lac forty three thousand nine hundred twenty seven only) are kept.
- (ii) **Area of zone contract no.-2** - for major repair and maintenance works of residential buildings from PLC (excluding) to JSM (including) under which accepted value **Rs. 8856227/-** (Rupees eighty eight lac fifty six thousand two hundred twenty seven only) are kept.
- (iii) **Area of zone contract no.-3** - for major repair and maintenance works of service buildings from RKB (excluding) to JSM (including) under which accepted value **Rs. 6331751/-** (Rupees sixty three lac thirty one thousand seven hundred fifty one only) are kept.

7.3 Cadre position of staff under SSE(Works)/RKB:-

SN	Category	Pay Band	GP	SS	OR	Vac.	Exc.
1	SSE	9300-34800	4600	01	02	00	01
2	JE	9300-34800	4200	02	02	00	00
3	Office Suptd.	9300-34800	4200	01	00	01	00
4	Sr. Clerk	5200-20200	2800	01	01	00	00
5	Mason-MCM	9300-34800	4200	01	00	01	00
6	Mason-I	5200-20200	2800	01	00	01	00
7	Painter- MCM	9300-34800	4200	01	01	00	00
8	Carpenter-MCM	9300-34800	4200	01	00	01	00
9	Carpenter-I	5200-20200	2800	01	00	01	00
10	Fitter- Gr.II	5200-20200	2400	01	00	01	00
11	Fitter- Gr.III	5200-20200	1900	01	00	01	00
12	Black Smith-I	5200-20200	2800	01	00	01	00
13	Khalasi	5200-20200	1800	20	11	09	00
14	Chowkidar	5200-20200	1800	04	01	03	00
Total				37	18	20	1

7.4 Deployment of above mentioned on roll staff:-

SN	Category	OR	Brief Description
1	SSE	02	Senior most SSE is over all incharge and also looks after office related work, zone work and special work and other SSE is assisting him and also looks after land authentication work.
2	JE	02	One JE looks after zone work and special work and another JE is absent since long.
3	Sr. Clerk	01	Sr. Clerk is deployed in establishment related work like Pay fixation, maintenance of leave account, preparation of pay, increments and grievances, Pass/PTO of staff.
3	Painter	01	Painter is being sent in different locations as per requirement for painting work.
4	Khalasi	11	01 Khalasi is deployed with artisan staff. 10 Khalassis are utilized for different type of work like Valveman. Carpenter, Mason, Fitter, Chowkidar etc., as no staff is available in this cadre.
5	Chowkidar	01	Chowkidar is deployed in SSE office.
Total		18	

7.5 Critical analysis, requirement of staff vis-à-vis workload and recommendations:-

During the course of work study, the work study team has observed that all the major works of **maintenance and repair of Railway quarters and service buildings have already been given on contract in the form of Zonal contracts besides this, the construction work of new buildings**, whenever it has to be done, **is also given on contract**. Thus, the major part of **the workload of works staff under SSE(Works)/RKB** has been shifted on contract and **the less workload has left on these staff** and **they are now being utilized for attending day to day complaints related to petty repairs** of service buildings and railway quarters. The process to give, **maintenance and repair works of Railway quarters and service buildings on outsourced basis has been started**. After outsourcing the whole activities, workload will be shifted and **the almost no workload would be left for works staff**.

Hence, keeping in view outsourcing of work, the cadre of these staff should be minimized to save the Railways from double economic burden. Therefore, the **requirement of maintenance staff for existing workload has been assessed on the need basis** which is as follows:-

7.6 The calculation of staff under SSE(Works)/RKB:-

S N	Category	SS	OR	Var .	Proposed	Surplus	Remarks
1	SSE	01	02	00	01	00	After outsourcing all the maintenance and repair works of Railway quarters and service buildings under SSE/W/RKB, only supervision work would be left for SSEs/JEs. Keeping in view the workload, 1 SSE & 2 JE will be sufficient for the supervision of contractor's work. Hence these posts are justified.
2	JE	02	02	00	02	00	
3	Office Suptd.	01	00	01	00	01	After outsourcing the all activities very little work would be left for the staff and this work will be handled by the staff as suggested in para no. 7.6. All establishment work may be done by the AEN office. Hence, there will be no work left for ministerial and artisan staff. Therefore, <u>01 post of OS, 01 post of Sr. Clerk and 08 posts of artisan are surplus and may be surrendered forthwith.</u>
4	Sr. Clerk	01	01	00	00	01	
5	Mason-MCM	01	00	01	00	01	
6	Mason-I	01	00	01	00	01	
7	Painter- MCM	01	01	00	00	01	
8	Carpenter-MCM	01	00	01	00	01	
9	Carpenter-I	01	00	01	00	01	
10	Fitter- Gr.II	01	00	01	00	01	
11	Fitter- Gr.III	01	00	01	00	01	
12	Black Smith-I	01	00	01	00	01	
13	Khalasi	20	11	09	04	16	After outsourcing routine work like Cleanness of roofs, Measurements with SSEs, inspection of higher officers, works which is not cover in out sourcing and emergency work only 04 Khalasis are sufficient to coup up the existing workload. Hence, <u>16 posts of Khalasis and 04 post of Chowkidar are found surplus and may be surrendered forthwith.</u>
14	Chowkidar	04	01	03	00	04	
Total		37	18	19	7	30	SS=37, OR=18, Vac.=19, Proposed=07 and Surplus=30

After thorough analysis and **keeping in view of the reduction in the workload**, as per remarks mentioned in above table, the work study team is of the opinion that total **07 staff under SSE(Works)/RKB are quite sufficient** to cope up with the existing workload. Thus, **37 - 7 = 30 posts are surplus which may be surrendered forthwith.**

7.7 Recommendation No.3:-

After thorough analysis of work load of maintenance staff under SSE (Works)/RKB as discussed in para no. 7.6, the work study team is of the opinion that total 7 staff are quite sufficient to cope up with the existing workload. Thus, 37 - 7 = 30 posts (including 01 post of Mason/MCM of GP 4200, 01 post of Painter/MCM of GP 4200, 01 post of Carpenter/MCM of GP 4200, 01 post of Carpenter-I of GP-2800, 01 post of Mason-I of GP-2800, 01 post of Blacksmith-I of GP-2800, 01 post of Fitter-II of GP 2400, 01 post of Fitter-III of GP-1900, 01 post of OS of GP-4200, 01 post of Sr. Clerk of GP-2800, 16 posts of Khalasi of GP-1800 and 04 posts of Chowkidar of GP-1800) are surplus which may be surrendered forthwith.

CHAPTER-VIII

Degana unit

8.0 Degana (DNA) unit:- Degana unit is working under the control of ADEN/DNA.

8.1 Jurisdiction of SSE(Works)/DNA:-

i) All service buildings and staff quarters of the section from Kheduli (excluding) to Phulera (excluding), Degana to Ratangarh (excluding) and Makrana to Parvatsar.

Total no. of Railway stations = 35

Total no. of Railway quarters = 1045

No. of complaints = 68 per month i.e. approx. 03 nos. per day.

8.2 Details of Zonal contracts:-

ADEN/DNA sub division:-

Area of zone contract no.-1 - for major repair and maintenance works of residential buildings from Kheduli(excluding) to FL (excluding) and Degana to Ratangarh (excluding) under which accepted value **Rs. 12683344/-** (Rupees one Carore Twenty six lac eighty three thousand and forty four only) are kept for year 2018-19 and 2019-20.

8.3 Cadre position of staff under SSE(Works)/ DNA:-

SN	Category	Pay Band	GP	SS	OR	Vac .
1	SSE	9300-34800	4600	02	01	01
2	JE	9300-34800	4200	02	02	00
3	Clerk	5200-20200	1900	01	01	00
4	Painter- MCM	9300-34800	4200	01	00	01
5	Fitter-I	5200-20200	2800	01	00	01
6	Fitter-II	5200-20200	2400	01	00	01
7	Fitter-III	5200-20200	1900	02	00	02
8	Mason-I	5200-20200	2800	01	00	01
9	Mason-II	5200-20200	2400	01	00	01
10	Mason III	5200-20200	1900	02	01	01
11	Carpenter-I	5200-20200	2800	01	00	01
12	Carpenter-II	5200-20200	2400	01	00	01
13	Black smith-III	5200-20200	1900	01	01	00
14	Chowkidar	5200-20200	1800	03	03	00
15	Khalasi	5200-20200	1800	24	13	11
Total				44	22	22

8.4 Deployment of above mentioned on roll staff:-

SN	Category	OR	Brief Description
1	SSE	01	SSE is over all incharge and also looks after RUB work, Zone work and Special work.
2	JE	02	JE's look after contractors work, special work and quarters inspection etc.
3	Clerk	01	All establishment related work like Pay fixation, maintenance of leave account, preparation of pay, increments and grievances, Pass/PTO of staff.
4	Mason	01	Mason is being sent in different locations as per requirement for masonry work.
5	Black Smith	01	Black Smith is being sent in different locations as per requirement for smithy work.
6	Chowkidar	03	02 Chowkidar are being utilized in ORH. 01 Chowkidar is being utilized in stores related work.
7	Khalasi	13	02 Khalasis are deployed with each artisan . 11 Khalasis are deployed for miscellaneous work like Valvemen, Painting, Mason, Chowkidari, retrenching of tress, cutting of trees and bushes and Roof Cleaning work etc.
Total		22	

8.5 Critical analysis, requirement of staff vis-à-vis workload and recommendations:-

During the course of work study, the work study team has observed that all the major works of **maintenance and repair of Railway quarters and service buildings have already been given on contract in the form of Zonal contracts besides this, the construction work of new buildings**, whenever it has to be done, **is also given on contract**. Thus, the major part of **the workload of works staff under SSE(Works)/DNA** has been shifted on contract and **the less workload has left on these staff** and **they are now being utilized for attending day to day complaints related to petty repairs** of service buildings and railway quarters. The process to give, **maintenance and repair works of Railway quarters and service buildings on outsourced basis has been started**. After outsourcing the whole activities, workload will be shifted and **the almost no workload would be left for works staff**.

Hence, keeping in view outsourcing of work, the cadre of these staff should be minimized to save the Railways from double economic burden. Therefore, the **requirement of maintenance staff for existing workload has been assessed on the need basis** which is as follows:-

8.6 The calculation of staff under SSE(Works)/DNA:-

S N	Category	SS	OR	Vac .	Proposed cadre	Surplus	Remarks
1	SSE	02	01	01	02	0	After outsourcing all the maintenance and repair works of Railway quarters and service buildings under SSE/W/DNA, only supervision work would be left for SSEs/JEs. Keeping in view the workload, 2 SSE & 2 JE will be sufficient for the supervision of contractor's work. Hence, these posts are justified .
2	JE	02	02	00	02	0	
3	Clerk	01	01	00	00	01	After outsourcing all activities very less work would be left and all establishment work may be done by the AEN office. Hence, there would be no work left for ministerial and artisan staff. Therefore, <u>01 post of Clerk and 12 posts of artisans are found surplus and which may be surrendered forthwith.</u>
4	Painter- MCM	01	00	01	00	01	
5	Fitter-I	01	00	01	00	01	
6	Fitter-II	01	00	01	00	01	
7	Fitter-III	02	00	02	00	02	
8	Mason-I	01	00	01	00	01	
9	Mason-II	01	00	01	00	01	
10	Mason III	02	01	01	00	02	
11	Carpenter-I	01	00	01	00	01	
12	Carpenter-II	01	00	01	00	01	
13	Black smith-III	01	01	00	00	01	
14	Chowkidar	03	03	00	00	03	After outsourcing routine work like Cleanness of roofs, Measurements with SSEs, inspection of higher officers, works which is not cover in out sourcing and emergency work only 04 Khalasis are sufficient to coup up the existing workload. Hence, <u>19 posts of Khalasis and 03 posts of Chowkidar are found surplus and may be surrendered forthwith.</u>
15	Khalasi	24	13	11	05	19	
Total		44	22	22	9	35	SS =44, OR =22, Vac. = 22, Proposed =09 and Surplus = 35

After thorough analysis and **keeping in view of the reduction in the workload**, as per remarks mentioned in above table, the work study team is of the opinion that total **09 staff under SSE(Works)/DNA are quite sufficient** to cope up with the existing workload. Thus, **44 - 09 = 35 posts are surplus** which **may be surrendered forthwith**.

8.7 Recommendation No.4:-

After thorough analysis of work load of maintenance staff under SSE (Works)/DNA as discussed in para no. 8.6, the work study team is of the opinion that total 09 staff are quite sufficient to cope up with the existing workload. Thus, **44 - 09 = 35 posts (including 01 post of Clerk, 12 posts of Artisan, 19 posts of Khalasis and 03 posts of Chowkidar of GP-1800) are surplus which may be surrendered forthwith**.

CHAPTER-IX
Merta Road unit

9.0 Merta Road (MTD) unit:- Merta Road unit is working under the control of ADEN/MTD.

9.1 Jurisdiction of SSE(Works)/MTD:-

- i) All service buildings and staff quarters of the section from Merta Road (including) to Bikaner (excluding).
- ii) Merta Road to satin Road (excluding)
- iii) Merta Road to Merta City

Total no. of Railway stations = 22

Total no. of Railway quarters = 1175

No. of complaints = 100 per month i.e. approx. 04 nos. per day.

9.2 Details of Zonal contracts:-

ADEN/MTD sub division:-

(i) Area of zone contract no.-1 - for major repair and maintenance works of residential buildings from KJW (incl.) - BKN (excl.) under which accepted value **Rs. 4438776/-** (Rupees forty four lac thirty eight thousand seven hundred seventy six only) are kept.

(ii) Area of zone contract no.-2 - for major repair and maintenance works of service buildings from Sathin (excl.) to Kheduli (incl.), MTD to MEC (incl.) and MTD to BKN (excl.) under which accepted value **Rs. 5820268/-** (Rupees fifty eight lac twenty thousand two hundred and sixty eight only) are kept.

(iii) Area of zone contract no.-3 - for major repair and maintenance works of residential buildings from Sathin (excl.) - Kheduli (incl.), MTD to MEC (incl.) and MTD to BKN (excl.) under which accepted value **Rs. 6620652/-** (Rupees sixty six lac twenty thousand six hundred fifty two only) are kept.

9.3 Cadre position of staff under SSE(Works)/MTD:-

SN	Category	Pay Band	GP	SS	OR	Vac.
1	SSE	9300-34800	4600	03	03	0
2	JE	9300-34800	4200	02	00	02
3	Sr. Clerk	5200-20200	2800	01	01	00
4	Fitter MCM	9300-34800	4200	01	00	01
5	Fitter -I	5200-20200	2800	01	00	01
6	Fitter -II	5200-20200	2400	01	00	01
7	Fitter -III	5200-20200	1900	01	00	01
8	Carpenter-I	5200-20200	2800	01	01	00
9	MCM Mason	5200-20200	4200	01	00	01
10	Mason-I	5200-20200	2800	01	00	01

11	Mason-II	5200-20200	2400	01	00	01
12	Mason-III	5200-20200	1900	01	00	01
13	Blacksmith-III	5200-20200	1900	01	00	01
14	Painter-II	5200-20200	2400	01	00	01
15	Painter-III	5200-20200	1900	01	00	01
16	Khalasi	5200-20200	1800	19	13	6
17	Mali	5200-20200	1800	02	01	01
18	Chowkidar	5200-20200	1800	05	04	01
Total				44	23	21

9.4 Deployment of above mentioned on roll staff:-

SN	Category	OR	Brief Description
1	SSE	03	Senior most SSE is over all incharge and also looks after special work, inspection of quarters & service building and to ensure satisfactory water supply in all quarters and service building and establishment related work. 2nd SSE supervise the Zonal work distribute the work among the staff and disposed of the complaints. 3 rd SSE dealing of Court cases, verification of land and other work assigned to him by ADEN.
2	Sr. Clerk	01	Sr. Clerk is deployed in all establishment related work like Pay fixation, maintenance of leave account, preparation of pay, increments and grievances, Pass/PTO of staff.
3	Carpenter	01	Carpenter is being sent in different locations as per requirement for carpentry work.
4	Khalasi	13	01 Khalasi is deployed with artisan staff. 03 Khalasis are being utilized as Valvemen. Because, no cadre of Valveman is sanctioned. 05 Khalasis are being utilized as artisan; because no artisan staff is exists. 01 Khalasi is utilized as RH Chowkidar. 02 Khalassi are being utilized for meeting with contingencies viz retrenching of tress, cutting of bushes and in absance of other Khalasis. 1 Khalasi is being utilized as cleaning work and Rest house chowkidar.
5	Mali	01	01 Mali is being utilized as Mali work.
6	Chowkidar	04	02 Chowkidars are being utilized for caretaking of stores. 02 Chowkidar are being utilized in Rest House.
Total		23	

9.5 Critical analysis, requirement of staff vis-à-vis workload and recommendations:-

During the course of work study, the work study team has observed that all the major works of **maintenance and repair of Railway quarters and service buildings have already been given on contract in the form of Zonal contracts besides this, the construction work of new buildings**, whenever it has to be done, **is also given on contract**. Thus, the major part of **the workload of works staff under SSE(Works)/MTD** has been shifted on contract and **the less workload has left on these staff** and **they are now being utilized for attending day to day complaints related to petty repairs** of service buildings and railway quarters. The process to give, **maintenance and repair works of Railway quarters and service buildings on outsourced basis has been started**. After outsourcing the whole activities, workload will be shifted and **the almost no workload would be left for works staff**.

Hence, keeping in view outsourcing of work, the cadre of these staff should be minimized to save the Railways from double economic burden. Therefore, the **requirement of maintenance staff for existing workload has been assessed on the need basis** which is as follows:-

9.6 The calculation of staff under SSE (Works)/MTD:-

S N	Category	SS	OR	Vac .	Prop osed cadre	Sur plu s	Remarks
1	SSE	03	03	00	03	00	After outsourcing all the maintenance and repair works of Railway quarters and service buildings under SSE/W/DNA, only supervision work would be left for SSEs/JEs. Keeping in view the workload, 2 SSE & 2 JE will be sufficient for the supervision of contractor's work. Hence, <u>01 post of JE is surplus and may be surrendered.</u>
2	JE	02	00	02	01	01	
3	Sr. Clerk	01	01	00	00	01	After outsourcing all activities very less work would be left and all establishment work may be done by the ADEN office. Hence, there would be no work left for ministerial and artisan staff. Therefore, <u>01 post of Sr. Clerk and 12 posts of artisans are found surplus and which may be surrendered forthwith.</u>
4	Fitter MCM	01	00	01	00	01	
5	Fitter -I	01	00	01	00	01	
6	Fitter -II	01	00	01	00	01	
7	Fitter -III	01	00	01	00	01	
8	Carpenter-I	01	01	00	00	01	
9	MCM Mason	01	00	01	00	01	
10	Mason-I	01	00	01	00	01	
11	Mason-II	01	00	01	00	01	

12	Mason-III	01	00	01	00	01	
13	Blacksmith-III	01	00	01	00	01	
14	Painter-II	01	00	01	00	01	
15	Painter-III	01	00	01	00	01	
16	Khalasi	19	13	6	04	15	
17	Mali	02	01	01	00	02	After outsourcing routine work like Cleanness of roofs, Measurements with SSEs, inspection of higher officers, works which is not cover in out sourcing (Tree cutting, Shifting/ Transportation of release material) and emergency work only 04 Khalasis are sufficient to coup up the existing workload. Hence, <u>15 posts of Khalasis, 02 posts of Mali and 05 posts of Chowkidar are surplus and may be surrendered forthwith.</u>
18	Chowkidar	05	04	01	00	05	
Total		44	23	21	8	36	SS=44, OR=23, Vac.= 21, Proposed = 08 and Surplus = 36

After thorough analysis and **keeping in view of the reduction in the workload**, as per remarks mentioned in above table, the work study team is of the opinion that total **8 staff under SSE(Works)/MTD are quite sufficient** to cope up with the existing workload. Thus, **44 - 08 = 36 posts are surplus which may be surrendered forthwith.**

9.7 Recommendation No.5:-

After thorough analysis of work load of maintenance staff under SSE (Works)/MTD as discussed in para no. 9.6, the work study team is of the opinion that total 08 staff are quite sufficient to cope up with the existing workload. Thus, **44 - 08 = 36 posts (including 01 post of JE, 01 post of Sr. Clerk of GP-1900, 12 post of Artisan and 15 posts of Khalasi of GP-1800, 02 posts of Mali and 05 posts of Chowkidar) are surplus which may be surrendered forthwith.**

CHAPTER-X

Samdari unit

10.0 Samdari (SMR) unit:- Samdari unit is working under the control of ADEN/SMR.

10.1 Jurisdiction of SSE(Works)/SMR:-

i) All service buildings and staff quarters of the section from Satlana (excluding) to Samdari and Samdari to Mokalsar (excluding) and MKSR(incl.) to BLDI(ex)

Total no. of Railway stations = 25

Total no. of Railway quarters = 1015

No. of complaints = 80 per month i.e. approx. 03 nos. per day.

10.2 Details of Zonal contracts:-

ADEN/SMR sub division:-

- (i) **Area of zone contract no.-1** - for major repair and maintenance works of residential buildings from Satlana (excluding) to SMR under which accepted value **Rs. 7704629/-** (Rupees Seventy Seven lac Four thousand Six hundred Twenty Nine only) are kept.
- (ii) **Area of zone contract no.-2** - for major repair and maintenance works of service buildings from Satlana (excluding) to SMR and SMR to BLDI(ex) under which accepted value **Rs. 8120957/-** (Eighty one lac Forty Twenty Thousand Nine hundred Fifty Seven only) are kept.
- (iii) **Area of zone contract no.-3** - for major repair and maintenance works of residential buildings from MKSR (incl.) to Bhildi (excluding) under which accepted value **Rs. 8415616/-** (Eighty four lac Fifteen thousand Six hundred Sixteen only) are kept.

10.3 Cadre position of staff under SSE(Works)/ SMR:-

SN	Category	Pay Band	GP	SS	OR	Vac.
1	SSE	9300-34800	4600	03	03	00
2	JE	9300-34800	4200	01	01	00
3	MCM/Carpenter	9300-34800	4200	01	00	01
4	Carpenter-II	5200-20200	2400	01	01	00
5	MCM Painter	9300-34800	4200	01	00	01
6	MCM Mason	9300-34800	4200	01	00	01
7	Mason-II	5200-20200	2400	01	00	01
8	Mason-III	5200-20200	1900	01	00	01
9	Fitter -II	5200-20200	2400	01	01	00
10	Fitter -III	5200-20200	1900	01	00	01
11	Chowkidar	5200-20200	1800	04	02	02
12	Khalasi	5200-20200	1800	12	08	04
13	Valveman	5200-20200	1800	01	01	00
14	Clerk	5200-20200	1900	01	00	01
Total				30	17	13

10.4 Deployment of above mentioned on roll staff:-

SN	Category	OR	Brief Description
1	SSE	03	Senior most SSE is over all incharge and also looks after special work, inspection of quarters & service building and establishment related work. 2nd SSE supervises the Zonal work, distributes the work among the staff and disposed of the complaints. 3 rd SSE supervises all RUBs and bridge works from MBNL to BLDI.
2	JE	01	To supervise all RUBs and Bridge works from SMR to MBNL
3	Carpenter	01	Carpenter is being sent in different locations as per requirement for carpentry work.
4	Fitter	01	Fitter is being sent in different locations as per requirement for maintenance/repair of pipe fitting/plumbing work.
5	Khalasi	08	02 Khalasis are deployed with each artisan staff. 03 Khalasis are being utilized as Valvemen. 02 Khalasis are deployed with SSEs. 01 Khalasi is being utilized for retrenching of tress, cutting of trees and bushes.
6	Chowkidar	02	01 Chowkidar is being utilized for caretaking of ORH 01 Chowkidar is deployed in SSE office for misc. work.
7	Valveman	01	01 Valveman is deployed at SMR for operate valves.
Total		17	

10.5 Critical analysis, requirement of staff vis-à-vis workload and recommendations:-

During the course of work study, the work study team has observed that all the major works of **maintenance and repair of Railway quarters and service buildings have already been given on contract in the form of Zonal contracts besides this, the construction work of new buildings**, whenever it has to be done, **is also given on contract**. Thus, the major part of **the workload of works staff under SSE(Works)/SMR** has been shifted on contract and **the less workload has left on these staff** and **they are now being utilized for attending day to day complaints related to petty repairs** of service buildings and railway quarters. The process to give, **maintenance and repair works of Railway quarters and service buildings on outsourced basis has been started**. After outsourcing the whole activities, workload will be shifted and **the almost no workload would be left for works staff**.

Hence, keeping in view outsourcing of work, the cadre of these staff should be minimized to save the Railways from double economic burden. Therefore, the **requirement of maintenance staff for existing workload has been assessed on the need basis** which is as follows:-

10.6 The calculation of staff under SSE(Works)/SMR:-

S N	Category	SS	OR	Va r.	Propo sed cadre	Surp lus	Remarks
1	SSE	03	03	00	03	00	After outsourcing all the maintenance and repair works of Railway quarters and service buildings under SSE/W/DNA, only supervision work would be left for SSEs/JEs. Keeping in view the workload, 3 SSE & 1 JE will be sufficient for the supervision of contractor's work. Hence, posts are <u>justified.</u>
2	JE	01	01	00	01	00	
3	Clerk	01	00	01	00	01	After outsourcing all activities very less work would be left and all establishment work may be done by the ADEN office. Hence, there would be no work left for ministerial and artisan staff. Therefore, <u>01 post of Clerk and 8 posts of artisans are found surplus and which may be surrendered forthwith.</u>
4	MCM/Carpenter	01	00	01	00	01	
5	Carpenter-II	01	01	00	00	01	
6	MCM Painter	01	00	01	00	01	
7	MCM Mason	01	00	01	00	01	
8	Mason-II	01	00	01	00	01	
9	Mason-III	01	00	01	00	01	
10	Fitter -II	01	01	00	00	01	
11	Fitter -III	01	00	01	00	01	
12	Chowkidar	04	02	02	00	04	After outsourcing, routine work like Cleanness of roofs, Measurements with SSEs, inspection of higher officers, works which is not cover in out sourcing and emergency work only 04 Khalasis are sufficient to coup up the existing workload. Hence, <u>8 posts of Khalasis and 04 post of Chowkidar and 01 post of Valveman are found surplus and may be surrendered forthwith.</u>
13	Khalasi	12	08	04	04	08	
14	Valveman	01	01	00	00	01	
Total		30	17	13	8	22	<u>SS =30, OR = 17, Vac. = 13, Proposed = 08 and Surplus = 22.</u>

After thorough analysis and **keeping in view of the reduction in the workload**, as per remarks mentioned in above table, the work study team is of the opinion that total **08 staff under SSE(Works)/SMR are quite sufficient** to cope up with the existing workload. Thus, **30 - 08 = 22 posts are surplus** which **may be surrendered after outsourcing.**

10.7 Recommendation No.6:-

After thorough analysis of work load of maintenance staff under SSE (Works)/SMR as discussed in para no. 10.6, the work study team is of the opinion that total 08 staff are quite sufficient to cope up with the existing workload. Thus, **30 - 08 = 22 posts (including 01 post of Clerk and 08 posts of Artisans, 08 posts of khalasi, 04 posts of Chowkidar and 01 post of Valveman) are surplus** which **may be surrendered after outsourcing.**

CHAPTER-XI

Barmer unit

11.0 Barmer unit:- Barmer unit is working under the control of ADEN/BME.

11.1 Jurisdiction of SSE(Works)/BME:-

All service buildings and staff quarters of the section from Munabao (including) to Samdari (excluding).

Total no. of Railway stations = 21

Total no. of Railway quarters = 823

11.2 Details of Zonal contracts:-

ADEN/BME sub division:-

(i) Area of zone contract no.-1 - for major repair and maintenance works of service buildings from SMR (excluding) - MBF (including) under which accepted value **Rs. 7906730/-** (Rupees Seventy nine lac Six thousand Seven hundred and thirty only) are kept.

(ii) Area of zone contract no.-2 - for major repair and maintenance works of residential buildings from SMR (excluding) - UTL (excluding) under which accepted value **Rs. 4596261/-** (Rupees Forty five lac ninety six thousand two hundred and sixty one only) are kept.

(iii) Area of zone contract no.-3 - for major repair and maintenance works of residential buildings from UTL (including) - MBF (including) under which accepted value **Rs. 6934969/-** (Rupees Sixty nine lac thirty four thousand nine hundred and sixty nine only) are kept.

11.3 Cadre position of staff under SSE(Works)/ BME:-

S N	Category	Pay Band	GP	SS	OR	Vac.
1	SSE	9300-34800	4600	02	02	00
2	JE	9300-34800	4200	01	00	01
3	OS	9300-34800	4200	01	01	00
4	Mason MCM	9300-34800	4200	03	01	02
5	Mason-I	5200-20200	2800	02	00	02
6	Fitter MCM	9300-34800	4200	01	00	01
7	Fitter -I	5200-20200	2800	03	01	02
8	Fitter -II	5200-20200	2400	01	00	01
9	Carpenter MCM	9300-34800	4200	01	01	00
10	Carpenter-I	5200-20200	2800	01	00	01
11	Painter MCM	9300-34800	4200	01	01	00
12	Chowkidar	5200-20200	1800	02	00	02
13	Mali	5200-20200	1800	01	00	01
14	Khalasi	5200-20200	1800	16	15	01
Total				36	22	14

11.4 Deployment of above mentioned on roll staff:-

SN	Category	OR	Brief Description
1	SSE	02	Senior most SSE is over all incharge and also looks after special work, inspection of quarters & service building and establishment related work. 2nd SSE assists to SSE/Incharge and also supervises the Zonal work, distributes the work among the staff and disposed of the complaints.
2	OS	01	All establishment related work like Pay fixation, maintenance of leave account, preparation of pay, increments and grievances, Pass/PTO of staff.
3	Mason MCM	01	Mason is being sent in different locations as per requirement for masonry work.
4	Fitter	01	Fitter is being sent in different locations as per requirement for maintenance of pipe fitting work.
5	Carpenter	01	Carpenter is being sent in different locations as per requirement for carpentry work.
6	Painter	01	Painter is being sent in different locations as per requirement for painting work.
7	Khalasi	15	04 Khalasi- Total 04 post of artisan are exists and one khalasi with each artisan is deployed. 03 Khalasis are being utilized as Valveman. Because, no cadre of Valveman is exists. 01 Khalasi works with SSE. 02 Khalasis are deployed in ORH. 01 Khalasi is being utilized as Mali. 02 Khalasis are being utilized as artisan. 02 Khalassi are utilized for meeting with contingencies viz retrenching of tress, cutting of bushes and in absenteeism of other Khalasis.
Total		22	

11.5 Critical analysis, requirement of staff vis-à-vis workload and recommendations:-

During the course of work study, the work study team has observed that all the major works of **maintenance and repair of Railway quarters and service buildings have already been given on contract in the form of Zonal contracts besides this, the construction work of new buildings**, whenever it has to be done, **is also given on contract**. Thus, the major part of **the workload of works staff under SSE(Works)/BME** has been shifted on contract and **the less workload has left on these staff** and **they are now being utilized for attending day to day complaints related to petty repairs** of service buildings and railway quarters. The process to give, **maintenance and repair works of Railway quarters and service buildings on outsourced basis has been started**. After

outsourcing the whole activities, workload will be shifted and **the almost no workload would be left for works staff.**

Hence, keeping in view outsourcing of work, the cadre of these staff should be minimized to save the Railways from double economic burden. Therefore, the **requirement of maintenance staff for existing workload has been assessed on the need basis** which is as follows:-

11.6 The calculation of staff under SSE(Works)/BME:-

SN	Category	SS	OR	Var .	Proposed cadre	Surplu s	Remarks
1	SSE	02	02	00	02	00	After outsourcing all the maintenance and repair works of Railway quarters and service buildings under SSE/W/BME, only supervision work would be left for SSEs/JEs. Keeping in view the workload, 2 SSE & 1 JE will be sufficient for the supervision of contractor's work. Hence, posts are justified .
2	JE	01	00	01	01	00	
3	OS	01	01	00	00	01	After outsourcing all activities very less work would be left and all establishment work may be done by the ADEN office. Hence, there would be no work left for ministerial and artisan staff. Therefore, <u>01 post of OS and 13 posts of artisans are found surplus and which may be surrendered forthwith</u>
4	Mason MCM	03	01	02	00	03	
5	Mason-I	02	00	02	00	02	
6	Fitter MCM	01	00	01	00	01	
7	Fitter -I	03	01	02	00	03	
8	Fitter -II	01	00	01	00	01	
9	Carpenter MCM	01	01	00	00	01	
10	Carpenter-I	01	00	01	00	01	
11	Painter MCM	01	01	00	00	01	After outsourcing, routine work like Cleanness of roofs, Measurements with SSEs, inspection of higher officers, works which is not cover in out sourcing and emergency work only 04 Khalasis are sufficient to coup up the existing workload. Hence, <u>12 posts of Khalasis and 02 post of Chowkidar and 01 post of Valveman are found surplus and may be</u>
12	Chowkidar	02	00	02	00	02	
13	Mali	01	00	01	00	01	
14	Khalasi	16	15	01	04	12	

							surrendered forthwith.
Total	36	22	14	7	29	SS=36, OR=22, Vac.=14, Proposed = 07 and Surplus = 29	

After thorough analysis and **keeping in view of the reduction in the workload**, as per remarks mentioned in above table, the work study team is of the opinion that total **07 staff under SSE(Works)/BME are quite sufficient** to cope up with the existing workload. Thus, **36 - 07 = 29 posts are surplus which may be surrendered forthwith.**

11.7 Recommendation No.7:-

After thorough analysis of work load of maintenance staff under SSE (Works)/BME as discussed in para no. 11.6, the work study team is of the opinion that total 07 staff are quite sufficient to cope up with the existing workload. Thus, **36 - 07 = 29 posts (including 01 post of OS, 13 posts of Artisan, 12 posts of Khalasi of GP-1800 and 02 post of Chowkidar and 01 post of Valveman) are surplus which may be surrendered forthwith.**

CHAPTER-XII

SUMMARY OF RECOMMENDATIONS

S N	Recommendations	Ref. Para No.	Accepting/ Implementing Authority
1	<p><u>Recommendation No.1:-</u></p> <p>After thorough analysis of work load of maintenance staff under SSE (Works)/P/JU as discussed in para no. 5.4, the work study team is of the opinion that total 07 staff are quite sufficient to cope up with the existing workload. Thus, <u>78 - 07 = 71 posts (including 01 post of Ch.OS + 18 posts of Artisan + 03 posts of Chowkidar + 16 posts of Valveman + 24 posts of Khalasi, 05 posts of Mali+ 04 posts of Safaiwala) are surplus which may be surrendered forthwith.</u></p>	5.5	DRM/JU
2	<p><u>Recommendation No.2:-</u></p> <p>After thorough analysis of work load of maintenance staff under SSE (Works)/Line/JU as discussed in para no. 6.6, the work study team is of the opinion that total 06 staff are quite sufficient to cope up with the existing workload. Thus, <u>24 - 6 = 18 posts (including 02 posts of Fitter + 01 post of Carpenter+ 01 post of Mason+ 01 post of Blacksmith + 10 posts of Khalasi, 01 post of Chowkidar+ 01 post of Valveman and 01 post of Clerk) are surplus which may be surrendered forthwith.</u></p>	6.7	
3	<p><u>Recommendation No.3:-</u></p> <p>After thorough analysis of work load of maintenance staff under SSE (Works)/RKB as discussed in para no. 7.6, the work study team is of the opinion that total 7 staff are quite sufficient to cope up with the existing workload. Thus, <u>37 - 7 = 30 posts (including 01 post of Mason/MCM of GP 4200, 01 post of Painter/MCM of GP 4200, 01 post of Carpenter/MCM of GP 4200, 01 post of Carpenter-I of GP-2800, 01 post of Mason-I of GP-2800, 01 post of Blacksmith-I of GP-2800, 01 post of Fitter-II of GP 2400, 01 post of Fitter-III of GP-1900, 01 post of OS of GP-4200, 01 post of Sr. Clerk of GP-2800,16 posts of Khalasi of GP-1800 and 04 posts of Chowkidar of GP-1800) are surplus which may be surrendered forthwith.</u></p>	7.7	

4	<p><u>Recommendation No.4:-</u></p> <p>After thorough analysis of work load of maintenance staff under SSE (Works)/DNA as discussed in para no. 8.6, the work study team is of the opinion that total 09 staff are quite sufficient to cope up with the existing workload. Thus, <u>44 - 09 = 35 posts (including 01 post of Clerk, 12 posts of Artisan, 19 posts of Khalasis and 03 posts of Chowkidar of GP-1800) are surplus which may be surrendered forthwith.</u></p>	8.7	DRM/JU
5	<p><u>Recommendation No.5:-</u></p> <p>After thorough analysis of work load of maintenance staff under SSE (Works)/MTD as discussed in para no. 9.6, the work study team is of the opinion that total 08 staff are quite sufficient to cope up with the existing workload. Thus, <u>44 - 08 = 36 posts (including 01 post of JE, 01 post of Sr. Clerk of GP-1900, 12 post of Artisan and 15 posts of Khalasi of GP-1800, 02 posts of Mali and 05 posts of Chowkidar) are surplus which may be surrendered forthwith.</u></p>	9.7	
6	<p><u>Recommendation No.6:-</u></p> <p>After thorough analysis of work load of maintenance staff under SSE (Works)/SMR as discussed in para no. 10.6, the work study team is of the opinion that total 08 staff are quite sufficient to cope up with the existing workload. Thus, <u>30 - 08 = 22 posts (including 01 post of Clerk and 08 posts of Artisans, 08 posts of khalasi, 04 posts of Chowkidar and 01 post of Valveman) are surplus which may be surrendered after outsourcing.</u></p>	10.7	
7	<p><u>Recommendation No.7:-</u></p> <p>After thorough analysis of work load of maintenance staff under SSE (Works)/BME as discussed in para no. 11.6, the work study team is of the opinion that total 07 staff are quite sufficient to cope up with the existing workload. Thus, <u>36 - 07 = 29 posts (including 01 post of OS, 13 posts of Artisan, 12 posts of Khalasi of GP-1800 and 02 post of Chowkidar and 01 post of Valveman) are surplus which may be surrendered forthwith</u></p>	11.7	

CHAPTER-XIII
MINUTES OF MEETING WITH UNITS HEAD

A meeting was held with Sr. DEN(Co.)/JP in his chamber with AWSO/NWR/JP on 10.09.2019 regarding manpower optimization of SSE(works) staff over Jaipur Division (S-I & S-II unit Jaipur). Discussion was done in detail on Work Study Report.

Sr. DEN(Co.)/JP were agreed that staff is facing tremendous problem due to acute shortage of artisan staff. Works staff is not in a position to attend the complain from staff side promptly. In this situation outsourcing is only solution to solve this problem.

In Work Study Report outsourcing was suggested and recommended to adopt Jodhpur module. Jodhpur did outsourcing in a phase manner, after outsourcing one unit on roll staff was transferred in another unit. Work is going smoothly in Jodhpur during the last one year. Staff is also satisfying the service provided by the contractor. Before staring outsourcing process of petty repairs of service buildings and railway quarters in Jaipur, Jodhpur module may be studied.

During the work study total 241 posts were found as surplus and recommended for surrender.

Sr. DEN(CO.)/JU was agree with the study report and stated that after outsourcing all activities the requisite posts may be surrender.

CHAPTER-XIV
FINANCIAL IMPLICATIONS

14.0 Financial Implications: -

With the proposal of surrender of **241 posts** of **Group 'C'** the recurring savings per annum in money value amount to as given below:-

S. No.	Design.	GP	Mean pay of Pay Matrix	DA @ 12%	Total Money value	No. of posts	Total saving/ month	Total saving/ year
1	Ch.OS	4600	93650	11238	104888	1	104888	1258656
2	OS	4200	73900	8868	82768	2	165536	1986432
3	Sr. Clerk	2800	60750	7290	68040	2	136080	1632960
4	Jr. Clerk	1900	41550	4986	46536	3	139608	1675296
5	JE	4200	73900	8868	82768	1	82768	993216
6	Carpenter MCM	4200	73900	8868	82768	3	248304	2979648
7	Carpenter Gr.I	2800	60750	7290	68040	5	340200	4082400
8	Carpenter Gr.II	2400	53300	6396	59696	2	119392	1432704
9	Carpenter Gr.III	1900	41550	4986	46536	1	46536	558432
10	Painter MCM	4200	73900	8868	82768	4	331072	3972864
11	Painter Gr.I	2800	60750	7290	68040	1	68040	816480
12	Painter Gr.II	2400	53300	6396	59696	1	59696	716352
13	Painter Gr.III	1900	41550	4986	46536	1	46536	558432
14	Mason MCM	4200	73900	8868	82768	6	496608	5959296
15	Mason Gr.I	2800	60750	7290	68040	6	408240	4898880
16	Mason Gr.II	2400	53 300	6396	59696	5	298480	3581760
17	Mason Gr.III	1900	41550	4986	46536	7	325752	3909024
18	Fitter MCM	4200	73900	8868	82768	5	413840	4966080
19	Fitter Gr.I	2800	60750	7290	68040	9	612360	7348320
20	Fitter Gr.II	2400	53300	6396	59696	7	417872	5014464
21	Fitter Gr.III	1900	41550	4986	46536	8	372288	4467456
22	Blacksmith Gr.I	2800	60750	7290	68040	1	68040	816480
23	Blacksmith Gr.II	2400	53300	6396	59696	1	59696	716352
24	B. smith Gr.III	1900	41550	4986	46536	3	139608	1675296
25	Khalasi	1800	37450	4494	41944	104	4362176	52346112
26	Chowkidar	1800	37450	4494	41944	22	922768	11073216
27	Mali	1800	37450	4494	41944	8	335552	4026624
28	Valveman	1800	37450	4494	41944	18	754992	9059904
29	Safaiwala	1800	37450	4494	41944	4	167776	2013312
Total						241	12044704	144536448

Total recurring savings per annum comes to approx. Rs. 1445.36 Lac.