



**MANPOWER  
OPTIMIZATION  
AND  
INCREASE EFFICIENCY  
OF STAFF  
WORKING UNDER SSEs (WORKS)  
OF ENGINEERING DEPTT.  
OVER  
JAIPUR DIVISION (S-1 & S-2 units)**

**(G/HQ/WS/463/10/ENGG./JP/2018-19)**

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**WORK STUDY ORGANIZATION  
NORTH WESTERN RAILWAY  
JAIPUR**

## **EXECUTIVE SUMMARY**

<b>Sr. No.</b>	10
<b>Study No.</b>	G/HQ/WS/463/10/Engg./JP/2018-19.
<b>Subject</b>	Manpower Optimization and Increase efficiency of staff working under SSEs (works) S-I and S-II office of Engineering Deptt. Jaipur Division.
<b>Area</b>	SSEs (Works) S-I and S-II office of Jaipur Division.
<b>Department</b>	Engineering.
<b>Terms of Reference</b>	Assessment of man power requirement.
<b>Present Cadre</b>	Sanctioned cadre = 132 , On roll = 96 , Vacancies = 36
<b>Proposed Cadre</b>	22
<b>Projected Surplus Man Power</b>	110
<b>Total No. of Recommendations</b>	02
<b>Financial Implications</b>	Rs. 713.52 Lac per annum.
<b>Month of Circulation of Report</b>	December, 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 way to reduce the unit cost and to increase the efficiency.

The main objective of work-study is to identify the departments/units working with high man power ratio and critically analyze the requirement of bare minimum staff against present work load. Through critical analysis, work-study offers us a solution for reduction and redistribution of manpower in an effective manner to increase the productivity of a unit.

With the implementation of 7<sup>th</sup> pay commission, 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 time to time, in the form of yardsticks, circulars etc. Now-a-days, benchmarking is being utilized to ensure best use 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 of manpower may further be ensured by multi skill use of man power. With the technological up gradation of the equipments, plants, rolling stocks and maintenance practices, there are further possibilities of reduction in manpower.

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

## **CHAPTER-II**

### **ACKNOWLEDGEMENT**

#### **2.0 Coordinating Officials of the deptt. :-**

The Work Study Team pays its gratitude to **Smt. Sombala Verma, Sh. R. K. Shrivastava, Sh. Rajnish Tripathi, Sh. Saurabh Swami, Sh. Dharampal Chaudhary, Sh. Vinod Kumar Meena, SSE/Works/S-I/JP and Sh. Rajveer Singh SSE/Works/S-II /JP** as coordinators for giving his **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 condition.
- 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 Jaipur 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:-**

The following field units were visited by Work Study Team during the course of work study:- SSE/works/S-I & S-II office Jaipur.

## **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. Today, the Railway's freight share stands at approximately 30% against 64 % two decades ago. This slow down in freight loading eroded the Railway's revenue. 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 SSE (Works) are deployed for proper and regular maintenance of the Railway assets and look after passenger amenities as well as staff welfare. Some 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 Jaipur Division.
- 3.2 SDGM has approved the work study of SSEs (Works) over Jaipur 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 Jaipur 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 over Jaipur division through 02 Sr. DENs, 02 DEN, 06 Sectional ADENs, 03 ADENs/HQ and 01 ADEN(Track).

This 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 staffs 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 Jaipur division also, **all type 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 type of construction works are being done on contract** resulting the workload of existing engineering works staff has been reduced considerably.

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, 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 revenue maintenance.
- iv) Maintenance of land boundaries of Railway as specified in the Engineering 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 Engineering 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 and hauzes 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 repair of broken floors of Railway stores, washing lines, C&W offices, and AC repair shops.

E). **Pipe 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:-** Malis 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 labour work when the Railways carry out construction work on its own.

## **CHAPTER-V**

### **WORKLOAD, CADRE, DEPLOYMENT, CRITICAL ANALYSIS AND RECOMMENDATIONS**

#### **SSE(Works)/South-I, Jaipur**

##### **5.1 Jurisdiction of SSE(Works)/South-I (including Horticulture)/JP:-**

- i) Ganpati Nagar Rly. colony :- 48 nos. of Bungalows and 400 nos. of quarters.
- ii) Service Buildings :-
  - a) Central Hospital.
  - b) ORH of Loco Colony and Ganpati Nagar Colony
  - c) Officers Club
  - d) Community Hall
  - e) Sports Building
- iii) Horticulture work :-
  - a) General Maintenance
  - b) Maintenance of Lawn
- iv) Jagatpura PHOD colony:- 17 nos. of Bungalows
- v) Jagatpura Tower colony:- 216 nos. of Quarters.
- vi) Headquarter building Jagatpura.
- vii) Water supply of Jaipur station and Railway quarters.  
Total no. of Railway quarters = 623

##### **5.2 Details of Zonal contracts:-**

**A) Sr.DEN(HQ) Zonal work on Jaipur sub division:-** loco colony and Ganpati Nagar Colony service buildings for sanitary works, all type of repair work and horticulture work etc. as per USSOR of 2010 for the period of 01.07.18 to 30.06.2020, Zone no. 6A under which the provision of amount **Rs. 16257949** (Rupees one cr. sixty two lac. fifty seven thousand nine hundred forty nine only) is kept.

**B) Sr.DEN(HQ) Zonal work on Jaipur sub division:-** Ganpati Nagar Railway colony staff quarters (Except service buildings) for sanitary works, all type of repair work and horticulture work etc. as per USSOR of 2010 for the period of 01.07.18 to 30.06.2020 (in SSE/Works/S-I/JP jurisdiction) Zone no. 4 A under which the provision of amount **Rs. 25907999** (Rupees Two cr. fifty nine lac seven thousand nine hundred ninety nine only) is kept.

### 5.3 Cadre position of staff under SSE(Works)/South-I (including Horticulture)/JP:-

SN	Category	Pay Band	GP	SS	OR	Vac.
1	SSE	9300-34800	4600	07	08	0
2	OS	9300-34800	4200	02	01	01
3	MCF Carpenter	9300-34800	4200	01	02	00
4	Carpenter-I	5200-20200	2800	05	04	01
5	Carpenter-II	5200-20200	2400	00	01	00
6	Carpenter-III	5200-20200	1900	01	00	01
7	MCF Blacksmith	9300-34800	4200	01	01	00
8	MCF Mason	9300-34800	4200	02	03	00
9	Mason-I	5200-20200	2800	04	02	02
10	Mason-II	5200-20200	2400	01	00	01
11	Mason-III	5200-20200	1900	00	01	00
12	MCF Pipefitter	9300-34800	4200	00	01	00
13	Pipefitter-I	5200-20200	2800	03	01	02
14	Pipefitter-II	5200-20200	2400	00	01	00
15	Painter	5200-20200	2800	01	01	00
16	Painter-II	5200-20200	2400	00	01	00
17	Welder- I	5200-20200	2800	01	01	00
18	Chainman	5200-20200	1800	04	03	01
19	Valve man	5200-20200	1800	10	07	03
20	Mali	5200-20200	1800	22	13	09
21	Caretaker	5200-20200	1800	05	06	00
22	Watchman	5200-20200	1800	04	02	02
23	Khalasi	5200-20200	1800	25	18	07
24	S./wala	5200-20200	1800	01	01	00
<b>Total</b>				<b>100</b>	<b>79</b>	<b>30</b>

### 5.4 Deployment of above mentioned on roll staff:-

SN	Category	OR	Brief Description
1	SSE	08	01- Over all Incharge and supervise store & establishment work. 01- Supervision of GM bungalow, Kalawar colony, Panipech Colony. 06- One each SSE has deputed to supervise Station Jaipur, Railway Hospital, Ganpati Nagar Railway Colony, Loco Colony and ORH Jaipur and other one is looking after special works from JP-SAS and JP- KUT.
2	OS	01	All establishment related work of staff working under SSE/W/S-I/JP like Pay fixation, maintenance of leave

			account, preparation of pay, increments and grievances, Pass/PTO of staff.
3	Carpenter	07	Carpenters are sent in different locations with Khalasi for carpentry work as per requirement.
4	Black Smith	01	Blacksmith is sent in different locations with Khalasis for smithy work as per requirement.
5	Mason	06	Masons are sent in different locations as per requirement.
6	Pipe fitter	03	Fitter is being sent in different locations as per requirement for maintenance/repair of pipe fitting/plumbing work.
7	Painter	02	Painter is sent in different locations as per requirement for painting work.
8	Welder	01	Welder is sent in different locations with Khalasis for welding work as per requirement.
9	Chainman	03	Chainmen are deployed with SSEs for measurement work.
10	Valve man	07	03 staff each deployed in Ganpati Nagar and Loco colony pump house to operate the Valve and other work. (01 in each 08 hrs. shift) + 01 RG/LR.
11	Mali	13	4 staffs are deployed in GM bungalow, 4 in DRM bungalow, 3 in Ganpati Nagar Colony, 1 in ADRM bungalow and 1 in Alyam ORH.
12	Caretaker	06	Caretakers are being utilized as Khalasi.
13	Watchman	02	Watchmen are deployed in day and night shift in SSE/W/S-I office.
14	Artisan Kh.	18	18 Khalasis are deployed with Artisan.
15	Safaiwala	01	Safaiwala is working in SSE/W/S-I office.
<b>Total</b>		<b>79</b>	

### 5.5 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)/S-I/Jaipur** has been shifted on contract. During the study it has observed that complaints are being received regularly from the staff side but are not being attending timely as huge numbers of posts are lying vacant. The sufficient artisan staff is not available to handle the workload. Due to less staff, SSE is not in a position to provide satisfactory service to the staff promptly. It leads to dissatisfaction among the staff. Therefore, there is urgent need to

outsource petty repairs work of service buildings and railway quarters to ensure satisfactory service to staff. Outsourcing model of petty repairs of service buildings and railway quarters of SSE/Works/B/Jodhpur unit may be adopted as the work is going on smoothly after outsourcing the above said work and very good response from staff side too.

After outsourcing the whole activities, workload will be shifted and **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:-

#### 5.6 The calculation of requirement of SSE (Works)/S-I/JP:-

SN	Category	SS	OR	Var.	Propo sed cadre	Sur plus	Remarks
1	SSE	07	08	00	07	00	After outsourcing all the maintenance and repair works of Railway quarters and service buildings under SSE/W/ S-I/JP, only supervision work would be left for SSEs. Keeping in view the workload, 7 SSE will be sufficient for the supervision of contractor's work of SSE/S-I/JP. Hence, these posts are <b><u>justified.</u></b>
2	OS	02	01	01	00	02	After outsourcing the all activities, a very little work would be left for the staff and this work will be handled by the staff as suggested in para no. 5.5. All establishment work may be done by the AEN office. Hence, there will be no work left for ministerial and artisan staff. Therefore, <b><u>02 posts of OS and all posts of artisan staff are surplus and may be surrendered after outsourcing the work.</u></b>
3	MCF Carpenter	01	02	00	00	01	
4	Carpenter-I	05	04	01	00	05	
5	Carpenter-II	00	01	00	00	00	
6	Carpenter-III	01	00	01	00	01	
7	MCF Blacksmith	01	01	00	00	01	
8	MCF Mason	02	03	00	0	02	
9	Mason-I	04	02	02	00	04	
10	Mason-II	01	00	01	00	01	
11	Mason-III	00	01	00	00	00	
12	MCF Pipefitter	00	01	00	00	00	
13	Pipefitter-I	03	01	02	00	03	
14	Pipefitter-II	00	01	00	00	00	
15	Painter	01	01	00	00	01	
16	Painter-II	00	01	00	00	00	
17	Welder- I	01	01	00	00	01	

18	Chainman	04	03	01	00	04	After outsourcing, routine work like Cleanness of roofs, Dak delivery, Measurements with SSEs, inspection of higher officers, works which is not covered in out sourcing (Tree cutting, Shifting/transportation of release material) and emergency work only 08 Khalasis are sufficient to cope up the existing workload. Hence, <u>17 posts of Khalasis, 22 posts of Mali, 04 posts of Chainman, 05 posts of caretaker, 04 posts of watchman, 01 post of Safaiwala and 10 posts of Valvemen are found surplus and may be surrendered after outsourcing the work.</u>
19	Valve man	10	07	03	00	10	
20	Mali	22	13	09	00	22	
21	Caretaker	05	06	00	00	05	
22	Watchman	04	02	02	00	04	
23	Khalasi	25	18	07	08	17	
24	S./wala	01	01	00	00	01	
		100	79	30	15	85	SS=100, OR=79, Vac.=21, Proposed=14 and Surplus = 86

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 14 staff under SSE(Works)/South-I/IP are quite sufficient to cope up with the existing workload. Thus, 100 - 15 = 85 posts are surplus and may be surrendered after outsourcing the work and vacant posts may be surrendered forthwith.

#### 5.7 Recommendation No.1:-

After thorough analysis of work load of maintenance staff under SSE (Works)/ South-I/IP as discussed in Para no. 5.6, the work study team is of the opinion that after outsourcing the whole activity total 15 staff are quite sufficient to cope up the supervision and other emergency work. Thus, 100 - 15 = 85 posts (including 02 posts of OS + 07 posts of Carpenter + 01 post of Blacksmith + 07 posts of Mason+ 03 posts of Pipe Fitter + 01 post of Painter + 01 post of Welder + 04 posts of chainman + 10 posts of Valve men + 22 posts of Mali + 05 posts of Caretaker +04 posts of Watchman + 17 posts of Khalasi and 01 post of Safaiwala) are surplus and may be surrendered after outsourcing the work and vacant posts may be surrendered forthwith.

## **CHAPTER-6**

### **SSE(Works)/South-II/Jaipur**

#### **6.1 Jurisdiction of SSE(Works)/South-II/IP:-**

- i) Jaipur station to Kanota station :- 04 nos. of Rly. station buildings and staff quarters.
- ii) Jaipur station to Shivdaspura:- :- 04 nos. of Rly. station buildings and staff quarters.
- iii) Old office of GM/NWR
- iv) Service buildings

Total no. of Railway quarters = 207

#### **6.2 Details of Zonal contracts:-**

**Sr.DEN (South) Zonal work on Jaipur sub division:-** Jaipur(Ex) to Hirnoda (including) railway staff quarters and service buildings for sanitary works, all type of repair work, Road work of any station, colony and Level xing and horticulture work etc. as per USSOR of 2010 for the period of 01.07.18 to 30.06.2020, Zone no. 7A under which the provision of amount **Rs. 20589000** (Rupees two cr. five lac. and eighty nine thousand only) is kept.

#### **6.3 Cadre position of staff under SSE (Works)/S-II/IP:-**

SN	Category	Pay Band	GP	SS	OR	Vac.	Exc.
1	SSE	9300-34800	4600	02	01	01	0
2	JE	9300-34800	4200	01	01	00	0
3	OS	9300-34800	4200	01	01	00	0
4	MCF Carpenter	5200-20200	4200	02	01	01	0
5	Carpenter-I	5200-20200	2800	02	00	02	0
6	Carpenter-II	5200-20200	2400	01	00	01	0
6	Carpenter-III	5200-20200	1900	01	01	00	0
7	Pipefitter-I	5200-20200	2800	03	00	03	0
8	Pipefitter-II	5200-20200	2400	00	01	00	01
9	Black Smith-II	5200-20200	2400	01	01	00	0
10	MCF Mason	5200-20200	4200	01	01	00	0
11	Mason-I	5200-20200	2800	01	00	01	0
12	Mason-II	5200-20200	2400	02	00	02	0
13	Mason-III	5200-20200	1900	02	01	01	0
14	Chainman	5200-20200	1800	02	01	01	0
15	Khalasi	5200-20200	1800	06	06	00	0
16	Road Gang man	5200-20200	1800	03	00	03	0
17	Mali	5200-20200	1800	01	01	00	0
<b>Total</b>				<b>32</b>	<b>17</b>	<b>16</b>	<b>01</b>

#### **6.4 Deployment of above mentioned on roll staff:-**

<b>SN</b>	<b>Category</b>	<b>OR</b>	<b>Brief description</b>
1	SSE	01	Over all Incharge and supervise stores, establishment and special work.
2	JE	01	Look after staff distribution, inspection of contractor's work and other departmental work etc.
3	OS	01	OS is deployed for establishment related work like Pay fixation, maintenance of leave account, preparation of pay, increments and grievances, Pass/PTO of staff.
4	Carpenter	02	Carpenters are sent in different locations with Khalasi for carpentry work as per requirement.
5	Pipefitter	01	Fitter is being sent in different locations as per requirement for maintenance/repair of pipe fitting/plumbing work.
6	Black smith	01	Blacksmith is sent in different locations with Khalasis for smithy work as per requirement.
7	Mason	02	Masons are sent in different locations as per requirement.
8	Chainman	01	Chainman is deployed under SSE(W)/S-II/JP.
9	Mali	01	Mali is deployed in Loco Rest house and other locations.
10	Artisan Kh.	06	Khalasis are deployed with artisan staff in different locations.
<b>Total</b>		<b>17</b>	

#### **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)/S-II/Jaipur** has been shifted on contract. During the study it has observed that complaints are being received regularly from the staff side but are not being attending timely as huge numbers of posts are lying vacant. The sufficient artisan staff is not available to handle the workload. Due to less staff, SSE is not in a position to provide satisfactory service to the staff promptly. It leads to dissatisfaction among the staff. Therefore, there is urgent need to



outsource petty repairs work of service buildings and railway quarters to ensure satisfactory service to staff. Outsourcing model of petty repairs of service buildings and railway quarters of SSE/Works/B/Jodhpur unit may be adopted as the work is going on smoothly after outsourcing the above said work and very good response from staff side too.

After outsourcing the whole activities, workload will be shifted and **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 requirement of staff under SSE (Works)/South-II/JP:-

SN	Category	SS	OR	Var.	Proposed cadre	Surplus	Remarks
1	SSE	02	01	01	02	00	After outsourcing all the maintenance and repair works of Railway quarters and service buildings under SSE/W/ S-II/JP, only supervision work would be left for SSEs. Keeping in view the workload, 02 SSE and 01 JE will be sufficient for the supervision of contractor's work of SSE/S-II/JP. Hence, these posts are <b><u>justified.</u></b>
2	JE	01	01	00	01	00	After outsourcing the all activities, a very little work would be left for the staff and this work will be handled by the staff as suggested in para no. 6.5. All establishment work may be done by the AEN office. Hence, there will be no work left for ministerial and artisan staff. Therefore, <b><u>01 post of OS and all posts of artisan staff are surplus and may be surrendered after outsourcing the work.</u></b>
3	OS	01	01	00	00	01	
4	MCF Carpenter	02	01	01	00	02	
5	Carpenter-I	02	00	02	00	02	
6	Carpenter-II	01	00	01	00	01	
7	Carpenter-III	01	01	00	00	01	
8	Pipefitter-I	03	00	03	00	03	
9	Pipefitter-II	00	01	00	00	00	
10	Black Smith-II	01	01	00	00	01	
11	MCF Mason	01	01	00	00	01	
12	Mason-I	01	00	01	00	01	
13	Mason-II	02	00	02	00	02	
14	Mason-III	02	01	01	00	02	
15	Chainman	02	01	01	00	02	After outsourcing, routine
16	Khalasi	06	06	00	04	02	

17	Road Gang	03	00	03	00	03	work like Cleanness of roofs, Dak delivery, Measurements with SSEs, inspection of higher officers, works which is not covered in outsourcing (Tree cutting, Shifting/transportation of release material) and emergency work only 08 Khalasis are sufficient to cope up the existing workload. Hence, <b><u>02 posts of Khalasis, 1 post of Mali, 02 posts of Chainman and 03 posts of Road Gangmen are found surplus and may be surrendered after outsourcing the work.</u></b>
18	Mali	01	01	00	00	01	
Total		32	17	16	7	25	SS=32, OR=17, Vac.=15, Proposed=07 and Surplus= 25

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)/South-II/IP are quite sufficient** to cope up with the existing workload. Thus, **32 - 07 = 25 posts are surplus** which **may be surrendered after outsourcing the work and vacant posts may be surrender forthwith.**

#### 6.7 **Recommendation No.2:-**

After thorough analysis of work load of maintenance staff under SSE (Works)/S-II/IP as discussed in Para no. 6.6, the work study team is of the opinion that after outsourcing the whole activity total 07 staff are quite sufficient to cope up the supervision and other emergency work. Thus, **32 - 07 = 25 posts (including 01 post of OS + 06 posts of Carpenter + 03 posts of Pipefitter + 01 post of Blacksmith+ 06 posts of mason + 02 posts of Chainman + 02 posts of Khalasi +03 posts of Road Gangman + 01 post of Mali) are surplus** which **may be surrendered after outsourcing the work and vacant posts may be surrender forthwith.**

**CHAPTER-7**  
**SUMMARY OF RECOMMENDATIONS**

S. N.	Recommendations	Para no.	Accepting/ Implementin g Authority
1	<p><b><u>Recommendation No.1:-</u></b></p> <p>After thorough analysis of work load of maintenance staff under SSE (Works)/ South-I/JP as discussed in Para no. 5.6, the work study team is of the opinion that after outsourcing the whole activity total 15 staff are quite sufficient to cope up the supervision and other emergency work. Thus, <u>100 - 15 = 85 posts (including 02 posts of OS + 07 posts of Carpenter + 01 post of Blacksmith + 07 posts of Mason+ 03 posts of Pipe Fitter + 01 post of Painter + 01 post of Welder + 04 posts of chainman + 10 posts of Valve men + 22 posts of Mali + 05 posts of Caretaker +04 posts of Watchman + 17 posts of Khalasi and 01 post of Safaiwala) are surplus and may be surrendered after outsourcing the work and vacant posts may be surrendered forthwith.</u></p>	5.7	Sr. DEN(Co)/JP & Sr.DPO/JP
2	<p><b><u>Recommendation No.2:-</u></b></p> <p>After thorough analysis of work load of maintenance staff under SSE (Works)/S-II/JP as discussed in Para no. 6.6, the work study team is of the opinion that after outsourcing the whole activity total 07 staff are quite sufficient to cope up the supervision and other emergency work. Thus, <u>32 - 07 = 25 posts (including 01 post of OS + 06 posts of Carpenter + 03 posts of Pipefitter + 01 post of Blacksmith+ 06 posts of mason + 02 posts of Chainman + 02 posts of Khalasi +03 posts of Road Gangman + 01 post of Mali) are surplus which may be surrendered after outsourcing the work and vacant posts may be surrendered forthwith.</u></p>	6.7	

**CHAPTER-8**  
**FINANCIAL IMPLICATIONS**

**8.0 Financial Implications: -**

With the proposal of surrender of **110 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 @ 17%	Total Money value	No. of posts	Total saving/ month	Total saving/ year
1	OS	4200	73900	12563	86463	3	259389	3112668
2	Carpenter-MCM	4200	73900	12563	86463	3	259389	3112668
3	Carpenter Gr.I	2800	60750	10328	71078	7	497543	5970510
4	Carpenter- Gr.II	2400	53300	9061	62361	1	62361	748332
5	Carpenter-Gr.III	1900	41550	7064	48614	2	97227	1166724
6	Painter- Gr.I	2800	60750	10328	71078	1	71078	852930
7	Mason- MCM	4200	73900	12563	86463	3	259389	3112668
8	Mason- Gr.I	2800	60750	10328	71078	5	355388	4264650
9	Mason- Gr.II	2400	53300	9061	62361	3	187083	2244996
10	Mason-Gr.III	1900	41550	7064	48614	2	97227	1166724
11	Black Smith- MCM	4200	73900	12563	86463	1	86463	1037556
12	Black Smith Gr.II	2400	53300	9061	62361	1	62361	748332
13	Welder - Gr.I	2800	60750	10328	71078	1	71078	852930
14	Welder- MCM	4200	73900	12563	86463	1	86463	1037556
15	Pipefitter - Gr.I	2800	60750	10328	71078	6	426465	5117580
16	Khalasi	1800	37450	6367	43817	19	832514	9990162
17	Mali	1800	37450	6367	43817	23	1007780	12093354
18	Chainman	1800	37450	6367	43817	6	262899	3154788
19	Watchman	1800	37450	6367	43817	4	175266	2103192
20	Caretaker	1800	37450	6367	43817	5	219083	2628990
21	Safaiwala	1800	37450	6367	43817	1	43817	525798
22	Road Gangman	1800	37450	6367	43817	2	87633	1051596
23	Valveman	1800	37450	6367	43817	10	438165	5257980
<b>Total</b>						<b>110</b>	<b>5946057</b>	<b>71352684</b>

**Total recurring savings per annum comes to approx. Rs. 713.52 Lac.**