

CENTRAL RAILWAY

REVIEW OF STAFF

MINISTERIAL STAFF

IN

PERSONNEL DEPARTMENT

PAREL WORKSHOP

OFFICERS & INSPECTORS	
Officers	Inspectors
Miss Anshu Priya	Shri Pradeep Kalal
Secretary to AGM	
	WSI-I/BB
	Shri Santosh Sharma
	WSI-I/HQ
	Shri Anand Kewat

CO-ORDINATING INSPECTORS	
Officer	Supervisors/Inspectors
Shri Bipin Kumar	Shri Arun Rao
SPO/PR	Ch. O. S.

SYNOPSIS OF THE STUDY

Study Number	:- WSCR/Pers/HQ/01/19-20
Name of Study	:- Review of Ministerial Staff in Personnel Department, Loco Workshop, Parel.
Approved by	:- AGM
Department	:- Mechanical
Division	:- Parel Workshop
Date of Commencement	:- 03.07.2019
Date of Completion	:- 04.11.2019
Date of Submission	:- 13.11.2019
No. of Recommendations	:- 1
No. of Suggestions	:- 1
Sanctioned Strength	:- 228
No. of Men studied.	:- 119
No. of vacancies.	:- 109
No. of posts identified surplus.	:- 109
Financial Implication (Tentative)	:- Rs. 99379620/-

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The work study team also likes to thanks all Ministerial, Non Ministerial staff for the guidance rendered to the work study team for completion of the study. The work-study team is also thankful to other staff of all lobbies that rendered guidance to the team in conducting the study.

AUTHORITY AND TERM OF REFERENCE

The work-study of “Review of Ministerial Staff in Personnel Department, Loco Workshop, Parel” has been included in work-study Program 2019-20 with No. G.250/ WSCR/ Pers/ HQ/ 01/ 19-20.

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

BASE FOR STUDY

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

METHODOLOGY

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

SUMMARY OF RECOMDATIONS & SUGGESTIONS

Sl	RECOMDATIONS AND SUGGESTIONS	Page No.
1.	<i>Recommendation</i> - It is recommended to surrender vacant 109 posts of Ministerial staff.	18
2.	<i>Suggestion</i> - It is suggested that the work amongst sections, Sub-sections, booths and shops needed to be rearrange.	18

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

The Central Railway Locomotive Workshop, Parel was set up by Great Indian Peninsular Railway as a Steam Loco Shed in 1879. Later repair and overhauling of Steam loco had started, and that had reached peak capacity of 32 Steam locos per month in 1962-63. With tapering of Steam traction, the Shop was upgraded to take up the work of Repair and Overhauling of Diesel locomotives from 1974-75 onwards.

It is one of the largest and oldest repair Workshops on the Indian Railways with diversified repair/manufacturing activities. Being located in the heart of Mumbai, it has ready access to road, sea and air transport. The Parel Workshop has the unique distinction of rendering services to the Armed Forces during the World Wars.

The summary of Present **Overall Man Power** Status of Parel Work Shop is under:-

Non Ministerial	SS- 3555	MOR- 2055	Vacancy - 1500
Ministerial	SS- 228	MOR- 119	Vacancy - 109
Grant Total -	SS- 3783	MOR- 2174	Vacancy- 1609

Parel Workshop has gradually diversified and is at present also carrying out the repair and overhauling of Diesel locomotives, Diesel cranes, Rehabilitation of Main Line Coaches. This shop also manufactures many components for diesel locos, Carriages and Wagon.

This workshop has also successfully manufactured Narrow Gauge locos for Neral - Matheran section and for Kalka - Simla section.

This is the only workshop, other than DLW and CLW, which builds Diesel Locomotives.

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	Brief History
1879	- Established as Steam Loco Shop & Shed.
1974	- Repairs of Diesel Locomotives.
1997	- Repairs of 140Tonne Cranes used in Accident Relief.
2002	- ISO-9001:2000, certified to 2008 version in 2010
2005	- Manufacture of Narrow Gauge Loco.
2006	- Manufacture of Broad Gauge Diesel Locomotive Under frame.
2007	- Manufacture of Broad Gauge Diesel Locomotives.
2007	- Mid Life Rehabilitation of Coaches.
2009	- Repair to Coach Bogies.

2010	- Supply of Wagon Wheels.
2010	- 100th Broad Gauge Diesel loco manufactured.
2010	- First Microprocessor based Broad Gauge Diesel Shunting.
2010	- Loco for Indian Railways.
	- Track Cleaning Machine made for Divisions.

MAJOR ACTIVITIES

- Manufacture & Repair of Broad Gauge Diesel Locos
- Manufacture & Repair of Narrow Gauge Diesel Locos
- Rehabilitation of Coaches, Conversion of Coaches to carry cars, Conversion of coaches for working in Accident Relief Trains
- Repairs of 140T Crane used in Accident Sites of Indian Railways

Feature	
Overall Area	1.90 Lakh Sq.m.(47 Acre)
Covered Area	81,250 Sq.m.
Connected Electric Load	13,380 KW
Avg. Electric Energy Consumption	5.65 lakh KWH p.m.
Machinery & Plant	518
Budget	Rs.225.60 cr
Railway Quarters	676
Staff	5285
Officers	22
ISO 9001: 2000	2002

Organizational Setup of PR workshop

↓
CWM

↓
SPO

↓
Ministerial Staff

Technical Staff Position of Parel Workshop as on 01.07.2019

Designation	SS	MOR	VAC
SSE	278	212	66
JE	135	81	54
Sr. Tech	736	655	81
Tech I	1292	407	885
Tech II	225	221	4
Tech III	362	340	22
Hepler	527	139	388
Total	3555	2055	1500

F

Ministerial Staff Position of Parel Workshop as on 01.07.2019

Ch. O. S.	44	44	0
OS	122	61	61
Sr. Clerk	35	5	30
Jr. Clerk	27	9	18
Total	228	119	109

(Ministerial Staff distribution as on 01/07/2019 (as per cadre review w.e.f. 22.04.2015))

Sl	Shop/Office	Chief O S			O S			Sr. Clerk			Jr. Clerk			Total S/S	Total MOR	Total Vac
		SS	MOR	Vac	SS	MOR	Vac	SS	MOR	Vac	SS	MOR	Vac			
1	CWM (Per)	10	8	2	26	21	5	7	0	7	7	5	2	50	34	16
2	CWM (N/P)	2	3	-1	6	2	4	2	2	0	1	0	1	11	7	4
3	Ch. O. S. (W)	8	5	3	23	12	9	6	0	6	5	0	5	42	18	24
4	Ch. O. S. (Inc)	7	5	2	19	5	14	5	1	4	3	1	2	34	12	22
5	Progress	1	1	0	7	3	4	2	1	1	1	0	1	11	5	6
6	Sport Cell	0	0	0	0	1	-1	0	0	0	1	0	1	1	1	0

7	Custodian	1	1	0	0	0	0	0	0	0	1	0	1	2	1	1
8	RF&P	1	1	0	1	1	0	1	0	1	1	0	1	4	2	2
9	Wel/School	1	1	0	0	1	-1	1	0	1	0	0	0	2	2	0
10	Safety Cell	0	0	0	0	0	0	1	0	1	0	1	-1	1	1	0
11	C&M	0	0	0	1	1	0	0	0	0	1	0	1	2	1	1
12	PD/RS	1	1	0	0	0	0	0	0	0	1	0	1	2	1	1
13	BTC	1	1	0	0	0	0	1	0	1	1	0	1	3	1	2
14	Fabrication	1	1	0	0	0	0	0	0	0	1	0	1	2	1	1
15	Coach Component	0	1	-1	1	0	1	0	0	0	1	0	1	2	1	1
16	Piping	1	0	1	1	0	1	0	0	0	0	1	-1	2	1	1
17	Diesel Loco	2	2	0	6	4	2	2	1	1	2	0	2	12	7	5
18	Diesel Hydraulic/ NG	1	0	1	1	1	0	0	0	0	0	0	0	2	1	1
19	Coach Assembly E/L	1	1	0	2	0	2	1	0	1	0	0	0	4	1	3
20	Fitting	1	0	1	1	1	0	0	0	0	0	0	0	2	1	1
21	IM	1	1	0	1	0	1	0	0	0	0	0	0	2	1	1
22	IR	0	0	0	1	0	1	1	0	1	0	0	0	2	0	2
23	Machine	0	1	-1	2	0	2	0	0	0	0	0	0	2	1	1
24	MWS	1	1	0	3	1	2	0	0	0	0	0	0	4	2	2
25	MTS	0	0	0	2	0	2	0	0	0	0	0	0	2	0	2
26	TMS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
27	CMS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
28	Corrosion Repair	1	0	1	5	6	-1	1	0	1	0	1	-1	7	7	0
29	Smith	0	0	0	1	0	1	0	0	0	0	0	0	1	0	1
30	TR	0	0	0	1	1	0	1	0	1	0	0	0	2	1	1
31	Wheel	0	1	-1	2	1	1	1	0	1	0	0	0	3	2	1
32	Welding	1	1	0	1	1	0	0	0	0	0	0	0	2	2	0
33	Yard	0	1	-1	1	1	0	1	0	1	0	0	0	2	2	0
34	D/Loco (M/C)	0	0	0	2	1	1	1	0	1	0	0	0	3	1	2
35	D/Hydraulic (M/C)	0	0	0	1	0	1	0	0	0	0	0	0	1	0	1
36	TMS (M/C)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
37	140 Tonne	0	0	0	2	1	1	0	0	0	0	0	0	2	1	1
38	IT Centre	0	0	0	1	1	0	0	0	0	0	0	0	1	1	0
39	XEN	0	1	-1	1	0	1	0	0	0	0	0	0	1	1	0
Total		44	39	5	122	67	53	35	5	30	27	9	18	228	119	109

Shop/Office wise distribution of Ministerial Staff as on Aug 2019

Shop/ Office	Chief O. S.			O. S.			Sr. Clerk			Jr. Clerk			Total		
	SS	MOR	Vac	SS	MOR	Vac	SS	MOR	Vac	SS	MOR	Vac	SS	MOR	Vac
Personnel	10	8	2	26	21	5	7	0	7	7	5	2	50	34	16
Wages	8	9	-1	23	8	15	6	0	6	5	0	5	42	17	25
Incentive	7	6	1	19	4	15	5	1	4	3	1	2	34	12	22
Shop	11	11	0	39	20	19	9	1	8	4	2	2	63	34	29
Others	8	10	-2	15	8	7	8	3	5	8	1	7	39	22	17
Total	44	44	0	122	61	61	35	5	30	27	9	18	228	119	109

Overall Staff strength of Parel workshop

Technical Staff	SS -3555	MOR- 2055	Vacancy- 1500
Ministerial Staff	SS- 228	MOR- 119	Vacancy - 109
Total	SS - 3783	MOR- 2174	Vacancy- 1609

Staff Due for Retirement in 2019:-	
Technical	- 181
Ministerial	- 19

Ministerial Staff are distributed among following Office/Sections:-

- A) Personnel
- B) Wages
- C) Incentive
- D) Time Office
- E) Shop
- F) Others

Office/Sections wise Work Distribution and duty list of Ministerial Staff:-

A) Personnel

Section	Sl	Name of Staff	Desig	Description of work
Overall in charge & E-5 DAR	1.	Shri N. A. V. Rao	Ch. O.S.	Overall in charge of CWM's (P) office + DAR
E-1 Confidential	2.	Smt. Shanti Benzamin	O. S.	APR, Selection, Gazetted, Awards, Service Review, IPR
	3.	Shri Upendra Kumar	Jr. Clerk	
E-1 S Cadre	4.	Kum. Saili U. Pandit	O. S.	Cadre corres. (Creation, Transfer, Surrender, Book of Sanction) MMP, PCDO, online entries, Projecyt Saksham
E-1 (A) Promotion of Supervisor and Artisan	5.	Shri Sachin S. Modak	O. S.	Promotion, MACP, Seniority, Roster, IRT/IDT of SSE, JE, C&M, IT, work related to ex-cadre & Deputation
	6.	Smt. S. Aruna	O.S.	Promotion, MACP, Seniority, Roster, IRT/IDT of Sr.

				Tech
	7.	Shri Vidyadharan P.	O. S.	Promotion, MACP, Seniority, Roster, IRT/IDT of Tech II & III, Regularisation of Trainee Tech.
	8.	Shri Ayeetus S.	O. S.	Promotion, MACP, Seniority, Roster, IRT/IDT of Tech I
	9.	Smt Sneha S. Naralkar	O. S.	Promotion, MACP, Seniority, Roster, IRT/IDT of helper & Canteen staff. Induction of erstwhile group 'D', Notification & correspondence of loco-pilot.
E-1 (B) Rect. & Trg	10.	Smt. Jayshree Gupta	O. S.	Corres. Of CGA, Selection of Gr. 'C&D', PCDO, GM, CPO statement, RTI, HQ7 CPO corres
	11.	Shri Atul V. Shringarpure	O. S.	Rect & Trg, placing of indent Project trg & visit of engineering students
E-1 (M) Promotion of Min & erstwhile gr. 'D' staff	12.	Smt Naina K. Salian	O. S.	Promotion, MACP, Seniority, Roster, IRT, IDT, Internal transfer of ministerial, peon, Hamal, S7WI, typists, Translators, Teachers and entries in SR. Corres of CDMH i.e. appt, temporary status, regularisation. Notification of Ministerial cadre, GDCE corres, statement required by HQ, RTI, Union, RP Cell.
E-2 Leave	13.	Miss Janice Fernandis	Ch. O.S.	In-charge. Entries of leave forms in computers, Paternity, Maternity, CCL, Encashment of leave, Study leave, Ex-India Leave, Spl CL, Spl Medical leave, Checking of leave a/c from appt to retirement.
	14.	Shri Jitendra Yadav	Jr. Clerk	Assist to Ch. O.S.
RP Cell	15.	Smt. Asmita A Shirke	Ch. O.S.	RP cell. Corre - monitoring of rosters, verification of caste certificate and assessment for filling of vacancies. Statement required by HQ.
E-3 Pass	16.	Smt. Padmini P. Panth	Ch. O.S.	In-Charge, Issue of Toekn Pass to Officers, On Duty Pass/Card pass, pass nunion/SC-ST/OBC a/c FRC pass to supervisory & ministerial staff.
	17.	Shri Dasharath R. Kokul	O. S.	Receipt of payment for ID cards, renewal of cards, Complimentary passes, transfer of pass a/c
	18.	Smt. Beena Ovy T. Rosario	Sr.Clerk	Issue of passes to workshop staff, institute staff, PTO to staff of personnel, school, society & institute and assisting in-charge.
E-4 - Payment	19.	Shri Devendra B. Mohare	O. S.	Corres payments, workmen compensation, TA, IOD cases, Maharashtra Labour Welfare Board, Contract Labour, Renewal of Factory Licence, various intimation to factory inspectors, audit report, professional tax, due & drawn, recoveries and unpaid corres.
E-5 DAR	20.	Shri N. A. V. Rao	Ch. O.S.	Corrs of Major Penalty, Vigilance, Appeal, Revision, RTI, PCDO, entries in SR
	21.	Smt. Maryann J. Fernandes	O. S.	Corrs of Minor Penalty, Vigilance, Appeal, Revision, RTI, PCDO, entries in SR
E-5 Quarter	22.	Shri Sanjay P. Ingale	Ch. O.S.	In-charge, Correspondence pertaining to Qtrs
	23.	Shri Vishwanath T. Gawadi	O. S.	Correspondence pertaining to Quarters
E-6 Adv & Loans	24.	Shri U. K. Harmalkar	O. S.	Advance, Loan, CEA, LIC, noting of movable/immovable property, correction/change in name, NOC for passport, medial card, income/service certificate, medical re-imbursement
	25.	Smt Meena S. Tikku	O. S.	Advances, loans, Noting of movable/immovable property, medical reimbursement claim, HBA

				correspondence.
	26.	Shri M. Eshwar Rao	Jr. Clerk	To assist OS
E-6 - Service Record	27.	Smt. Alice Johnny	O. S.	Corres pertaining to SRs and Increments, Endorsement of edu. Qualification, checking of records for IRT/IDR cases.
	28.	Smt. Princy Sobin	Jr. Clerk	To assist OS
E-7 Settlement	29.	Smt. Tarulata Rathod	Ch. O.S.	In-charge - correspondence Of Pension Adalat, Dealing of union/ RTI/ PG/MR/MLA Ref/ Grievances of C P GRAM (Portal)caes, PCDO Stt, post retirement nomination cases, medical reimbursement cases of pensioners, HQ Corres, Retirement memento & its record, preparation of retirement kit, settlement cases of missing/resignation/NPS
	30.	Shri Neville L. D'souza	Ch. O.S.	Superannuation cases, leave salary, incentive bonus, iPAS payment, arranging settlement function, publication of superannuation list, revision of pension cases, payment of DCRG in case of quarter occupation,
	31.	Smt. Maryann J. Fernandes	O. S.	Comp Rt, removal, dismissal cases, iPAS, bill passing related to settlement, disputed cases, all type of F/pension. In addition..... dealing of Minor DAR cases, RTI, PCDO, entries in SR
	32.	Shri Balkrishna N. Parab	O. S.	Death, VRS, Medical Unfit, Dual claim & iPAS, Pension Revision, ONR cases
	33.	Smt. Kavita K. Gobji	O. S.	Spl P/Sheet, release of future debit, CTG & PA, iPAS dealing regarding payment
	34.	Sushama A. Gujar	Jr. Clerk	iPAS, Service certificate, NPS, DCRG, Assisting in section for all ground work.
	35.	Shri Ganpat Salaskar	Jr. Clerk	Issued of I/card, Medical Card & Correspondence related FMA, UMID cases/Hq work
	36.	Shri J. M. Verma	Ch. O.S.	Incharge of RTI, Union, Court cel & dealing with CP Gram, NIVARN & online portal cases
RTI, Union, Court Cell	37.	Shri C. G. Masurkar	O. S.	Corre of court cases of Parel & KVV W/shop in addition to union Matters & PNM & Assisiting in RTI corre, issue of I/Cards
	38.	Smt Tejashree K. Kadam	Ch. O.S.	Incharge of Employee Grievances Redressal Cell along with Welfare Work & SBF
Welfare & Employee Grievances Redressal Cell	39.	Shri Joseph Moses	O. S.	Dealing with all corres of all Welfare Section.

B) Wages

Section	Sl	Name of Staff	Desig	Description of work
Overall in charge & E-5 DAR	1.	Shri N. A. V. Rao	Ch. O.S.	Overall in charge of CWM's (P) office + DAR

C) Incentive

Section	Sl	Designation	Description of work
Intensive	1.	Shri Kailash Pd. Ch. O. S. Incentive Section	Supervision of all booth and Incentive, arrangement of staff, collection of information from Booth regarding absentee position, staff position,, GA card and stationary etc
	2.	Shri V. R. Sathe Ch. O.S./B. No. 4	215 Attendance of employee as per GA cards, Make daily absentee position,
	3.	Shri K. R. Pandey, Ch. O.S./B. No. 1A	369 Mark Leave,
	4.	Shri G. V. Bijlani, Ch. O.S./B. No. 1A	Mark Leave, LAP/CL, on duty or rest etc on GA cards, Working for pay sheet i.e. LAP Statement,
	5.	Shri R. G. Khatri, Ch. O.S./B. No. 1B	311 Prepare arrears and recovery letter manually to Ch. O. S. (W) PR,
	6.	Shri A. N. Musa, . O.S./B. No. 1B	Prepare A&B statement manually for incentive purpose to WAO PR
	7.	Smt J. R. Bhandare, Sr. Clerk./B. No.2	206 Attend audit / vigilance queries for old GA cards and leave forms,
	8.	Shri R. M. Pagare, Jr. Clerk/B. No. 2	Maintaining of all record.
	9.	Shri Rangankar, O.S./B. No. 3	86
	10	Shri H. D. Acharya, O.S./B. No. 5	235
	11	Shri U. K. Pagare, O.S./B. No. 6	285
	12	Shri R. C. Dias, O.S./B. No. 7	266

D) Time Office (Wages)

Section	Sl	Designation	Description of work
Time Office	1.	Shri Jalgaomkar Ch. O.S.	Overall in charge of Incentive Section, Medical reimbursement (SBF) Pay sheet, Reply to RTI and Audit reports, supervision of pay sheet work, leave section, budget section, NPS, Pass Section & Dispatch section.
	2.	Shri Sanjay Raut Ch. O.S.	Salary of Gazetted and supervisory staff , recoveries of advances, Due & Draw statements whenever required, G95, Leave Salary/Encashment, LPC, TPG, PLB, RTI, DATA entry in ESR module i.e. increment, promotion, MACP, Penalty etc, incentive of SSE, OT entry in IPAS, etc
	3.	Shri Chandorkar Ch. O.S.	Salary of supervisory staff , recoveries of advances, Due & Draw statements whenever required, G95, Leave Salary/Encashment, LPC, TPG, PLB, RTI, DATA entry in ESR module i.e. increment, promotion, MACP, Penalty etc, incentive of JE, OT entry in IPAS, etc
	4.	Smt N. Sakpal O.S.	Salary of supervisory staff , recoveries of advances, Due & Draw statements whenever required, G95, Leave Salary/Encashment, LPC, TPG, PLB, RTI, DATA entry in ESR module i.e. increment, promotion, MACP, Penalty etc, incentive of SSE, OT entry in IPAS, etc
	5.	Shri S. Desai O.S.	Salary of Artisan staff , recoveries of advances, Due & Draw statements whenever required, G95, Leave Salary/Encashment, LPC, TPG, PLB, RTI, DATA entry in ESR module i.e. increment, promotion, MACP, Penalty etc, incentive of SSE, OT entry in IPAS, etc
	6.	Smt R. Masurkar	Salary of Artisan staff , recoveries of advances, Due & Draw statements whenever required, G95, Leave Salary/Encashment, LPC, TPG, PLB, RTI,

		Ch. O.S.	DATA entry in ESR module i.e. increment, promotion, MACP, Penalty etc, incentive of SSE, OT entry in IPAS, etc
	7.	Shri M. Kamle Ch. O.S.	Salary of Artisan staff , recoveries of advances, Due & Draw statements whenever required, G95, Leave Salary/Encashment, LPC, TPG, PLB, RTI, DATA entry in ESR module i.e. increment, promotion, MACP, Penalty etc, incentive of SSE, OT entry in IPAS, etc
	8.	Shri M. Bhurke O.S.	Salary of Artisan staff , recoveries of advances, Due & Draw statements whenever required, G95, Leave Salary/Encashment, LPC, TPG, PLB, RTI, DATA entry in ESR module i.e. increment, promotion, MACP, Penalty etc, incentive of SSE, OT entry in IPAS, etc
	9.	Shri R. Bavkar O.S.	Salary of Artisan staff , recoveries of advances, Due & Draw statements whenever required, G95, Leave Salary/Encashment, LPC, TPG, PLB, RTI, DATA entry in ESR module i.e. increment, promotion, MACP, Penalty etc, incentive of SSE, OT entry in IPAS, etc
	10.	Shri S. Dhanawade O.S.	Salary of Artisan staff , recoveries of advances, Due & Draw statements whenever required, G95, Leave Salary/Encashment, LPC, TPG, PLB, RTI, DATA entry in ESR module i.e. increment, promotion, MACP, Penalty etc, incentive of SSE, OT entry in IPAS, etc
	11.	Smt. R. Wairkar Ch. O.S.	Salary of Artisan Staff , recoveries of advances, Due & Draw statements whenever required, G95, Leave Salary/Encashment, LPC, TPG, PLB, RTI, DATA entry in ESR module i.e. increment, promotion, MACP, Penalty etc, incentive of SSE, OT entry in IPAS, etc
	12.	Shri S. C. Rajan Ch. O.S.	Salary of Artisan Staff , recoveries of advances, Due & Draw statements whenever required, G95, Leave Salary/Encashment, LPC, TPG, PLB, RTI, DATA entry in ESR module i.e. increment, promotion, MACP, Penalty etc, incentive of SSE, OT entry in IPAS, etc
	13.	Smt Gayatri Kate Ch.O.S./Leave	Daily entries and maintain Leave account of Artisan Staff and all its related correspondences.
	14.	Shri Deviprasad, O.S./Leave	Daily entries and maintain Leave account of Artisan Staff and all its related correspondences.
	15.	Shri Kishor Kamble, OS/Budget	Preparation of yearly budget, 40 SIT statement, staff of all Gaz, NG staff, forwarding PF adv from to Account thro' iPAS.
	16.	Shri Vasant Mandhare, Ch. O.S.	To prepare and maintain record of FRC Pass of Artisan Staff, PTO of Time Office (Wages) Office etc
	17.	Shri Ankush Gaikwad, O. S.	R&D, monthly IOD report etc

E) Shop

Section	Sl	Desig.	Description of work
Motor	1.	Ch. O.S.	Correspondence of Motor Shop, dealing of 84 staff, Store correspondence, maintenance of 45 vehicles, preparation of various proposals, up keeping and maintenance of all records.
BTC	1.	Ch. O.S.	General Correspondence, attendance, maintenance of time sheet of T/App & T/Tech, leave record of 48 trainees & 12 staff, PTO, Medical Card, Protocol Duty, DSR register, BTC & premises, registers, , out station schedule of trainees, PCDO, monthly position of BTC, preparation of instructors for punching witness duty, preparation of monthly progress report of T/App for ADAT/Mumbai and co-ordination with other sections,

Progress	1.	Smt. Shalaka Ambekar, Ch. O.S.	Over all in charge (Progress, Budget and Wagon Cell) Maintenance of Muster, leave record, Pass/PTO and APAR, Dead Stock, Stationary register, Staff Register, daily absence register, work indent from ors division, consolidated requirement (ACC), justification/clarification of different stock general items, Drawal of items as per MUF etc
	2.	Smt. P. S. Kale, O. S.	Maintenance of non-diesel repair order of divn and foreign loco orders, maintain of divn and date wise work order in register, liaison with WAO PR and Budget, release of work indents on the workshop. Release Deposit Account order etc
	3.	Smt. L. K. Patwar, O. S.	Maintain of record of divisional and Parel Diesel loco orders. Maintain of divn and date wise work order in register.
	4.	Shri Ajit Parab, O. S. (Budget)	Maintaining and controlling of WMS demand no. 16, preparation of Budgets estimate and Revised Estimate, August Review, Final Modification, Appropriation Accounts Demand, 5C, 6D & 7E and other budget related work.
	5.	Smt M. M. Patwar, Sr. Clerk	Receipt and Dispatch and maintain of 50 office files.
Wheel & Smith	1.	D. K. Chaulkar, O. S.	Keeping all personnel dept related record i.e. PTO, FRC, medical card, Aadhar Card, DAR register etc. Gate pass, challan for dispatch etc.
Welfare	1.	Ch. O. S.	Employee Grievances, Canteen Subsidy (fuel), on the spot award, Railway Week award, SBF reimbursement and other correspondence.
	2.	O. S.	SBF scholarship, women empowerment, distress fund and other SBF activities.
Rate & Planning	1.	Smt. Nazia Shaikh Ch. O. S.	Manpower of W/shop, Idle time, Excess Time, Actual Incentive Figure, O. T., various statement and PCDO, staff, cadre position, maintenance of all related files and correspondence.
	2.	Shri C. P. Gracious, O. S.	Dealing with RF&P staff, personnel matters i.e. Pass/PTO, leave, sick, daily absentee, maintaining of all related files and there correspondence.
Welding	1.	Smt M. P. Keni, Ch. O. S.	Maintaining leave register, pass, PTO register. Gate pass, Challan, TAVs, stock items, IOD cases, DAR etc.
	2.	Shri Harinath Gupta, O. S.	
PD cell	1.	SMt Mandkini Uike Ch. O. S.	Imprest Cash, Condemnation and disposal of staff cars and vehicles, water bills of BMC, Cess charges of MPCB, vehicle tax and staff matters
Tool Room	1.	Shri M. K. Bagwe, O.S.	Gate Pass, PTO, booklet of retiring employee, E-7, Tool clearance to retiring employee, leave forms, personnel matter like pass collection, PF, School fees etc applications to be forwarded. Etc.

Ministerial Staff strength of Parel workshop for Aug 2019

Ministerial Staff	SS- 228	MOR- 119	Vacancy - 109
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Since ministerial staff in Parel Workshop is dealt with personnel as well as non-personnel nature of work hence the bench mark of divisional personnel staff could not be applied here.

Overall staff strength including Technical and Ministerial Staff is:-

Total SS - 3783 MOR- 2174 Vacancy- 1609

Shops/Office wise distribution of Ministerial Staff as on Aug 2019

Office	Total		
	SS	MOR	Vacancy
Personnel	50	34	16
Wages	42	17	25
Incentive	34	12	22
Shop	63	34	29
Others	39	22	17
Total	228	119	109

Observations:-

A) The work distribution to ministerial Staff in E1/S (Cadre), E1 (A) and E1 (M) i.e. Cadre correspondence, PCDO, Promotion of supervisory, Artisan Staff, erstwhile group 'D' staff, IRT, IDT etc needed to be workout freshly. For dealing with promotions, MACP and related work like seniority, rosters and transfers etc instead of 07 by clubbing Three Sections namely E1/S (Cadre), E1 A) and E1(M) as E1 (P/T) only 05 ministerial staff would be sufficient.

(P=Promotion and T=Transfer)

B) The work of E-3 pass section would be carried out with 02 ministerial staff instead of 03.

C) E-2 (Leave) and E-6 (SR) may be clubbed to maintain the service record with relevant entries with existing total 03 staff.

C) E7-Settlement -07 ministerial staffs are posted in this section. Average retirement per month at PR workshop is 08. The additional activities like post retirement payment clearance of DCRG etc grievances of retired staff if any, issue of medical card, I/Card etc, instead of 07 staffs as per need base 04 staffs are adequate.

Thus, 36 ministerial staffs are sufficient in Personnel Section.

D) Booth no. 03 may be clubbed with booth no. 02 and 01 staff can be spare from booth no.03

Thus, 11 ministerial staffs are adequate for Incentive Section.

E) There are 17 staffs are posted for Time Office (Wages) section to deal with wages of 1850 staffs (for the month of September 2019). 15 ministerial staffs would be sufficient to cater the wages work.

F) The ministerial staff posted in other sections found adequate.

*- **One** ministerial staff may be provided in Welding Shop since there will be no clerk after 01/11/2019

In light of need base requirement of ministerial staff posted in various section and is found that existing Man On Roll of ministerial staff of 119 is adequate for smooth functioning of workshop and vacant posts of 109 needs to be surrendered.

Recommendation & Suggestion:

❖ Recommendations:-

Recommendation 1	It is recommended to surrender vacant 109 posts of Ministerial staff.
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❖ Suggestions:-

Suggestion 1	It is suggested that the work amongst sections, sub-sections, booths and shops needed to be rearranged.
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Chapter 4	Financial Implication
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The tentative financial implication due to surrender of posts as on **October** (DA17%) will be as under:-

	Mean Value Pay (Monthly)	Total posts to surrender 109 posts	Average Mean Value Monthly	Yearly money value for 109 posts
Level 6	86463	61	5274243	63290916
Level 5	71078	30	2132340	25588080
Level 2	48614	18	875052	10500624
			Total	99379620

Tentative money value after surrendering of 109 posts is Rs. 99379620/-

END OF STUDY