



**OPTIMIZATION & INCREASING EFFICIENCY  
OF  
MINISTERIAL STAFF WORKING AT LOCO WORKSHOP  
AJMER  
(G/HQ/WS/463/18/AII (L)/2018-19)**

**GUIDED BY**

**STUDIED BY**

RAGHUVeer SINGH	1	KAMLESH KUMAR MEENA	CWSI-JP
AWSO/NWR/JP	2	RAJENDRA SINGH KHIRIA	WSI-JP



**WORK STUDY ORGANIZATION  
NORTH WESTERN RAILWAY  
JAIPUR**

## EXECUTIVE SUMMARY

Sr. No.	<b>18</b>
Study No.	<b>G/HQ/WS/463/18/All(L)/2018-19</b>
Subject	<b>Optimization and increasing efficiency of Ministerial Staff working at Loco Workshop, Ajmer.</b>
Area	<b>Ajmer Loco Workshop</b>
Division	<b>Ajmer</b>
Department	<b>Mechanical</b>
Terms of Reference	<b>Assessment of Man Power requirement</b>
Present Cadre	<b>Sanctioned Staff = 117 On Roll Staff = 90 Vacancies = 27</b>
Proposed Cadre	<b>75</b>
Projected Surplus Man Power	<b>42</b>
Total No. of Recommendations	<b>07</b>
Financial Implication	<b>IR 420.81 Lakhs per annum</b>
Month of Circulation	<b>Sept.' 2019</b>

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

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

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

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

Keeping in view of the above mentioned factors, SDGM has approved the Work Study on review of staff strength of ministerial staff of Loco Workshop, Ajmer.

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

This Work Study Report could not be completed without the efforts and extended cooperation from coordinator of the department Shri R.S.Chitara, APO/Loco, and Sh.Rohit Kumar, Ch.OS/Establishment and his team. Last but not the least; we would like to express our gratitude to all the staff concern for support and willingness to spend some time with us.

**2.2 Terms of Reference:-**

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

- i. Revision of the cadre on the basis of existing workload after introduction of new technology in material management system.
- ii. Suggesting the ways and means for improving the system economically and efficiently.

**2.3 Methodology Adopted:-**

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

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

**2.4 Field units visited:-**

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

Loco Workshop, Ajmer and CWM office Ajmer.

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**3.1 Cadre Position of Ministerial Staff:**

<b>Sr. No.</b>	<b>Designation</b>	<b>G. Pay</b>	<b>SS</b>	<b>OR</b>	<b>Vac.</b>
1.	Ch.OS	4600	<b>24</b>	<b>22</b>	<b>2</b>
2.	OS	4200	<b>62</b>	<b>58</b>	<b>4</b>
3.	Sr. Clerk	2800	<b>19</b>	<b>8</b>	<b>11</b>
4.	Jr.Clerk	1900	<b>12</b>	<b>2</b>	<b>10</b>
<b>Total</b>			<b>117</b>	<b>90</b>	<b>27</b>

#### 4.1 List of employees who will be retired in 2019 & 2020

Sr. No.	Name of Employee	Designation	Month of retirement
1.	Sh. Heera Lal Gothwal	Ch.OS	Feb.19
2.	Sh. Kulbhusan	Hd.Ty.	Feb.19
3.	Sh. Tara Chand	Ch.OS	Mar.19
4.	Smt. Madhavi Joshi	Ch.OS	Jun.19
5.	Kum. Meena Sharma	OS	Jun.19
6.	Smt. Mona devi	Sr. Clerk	Jun.19
7.	Miss. Sheela Srivastav	Ch.OS	Jul.19
8.	Smt. Gayatri Devi	Steno	Jul.19
9.	Sh. Ramesh chand meena	Ch.OS	Aug.19
10.	Sh. Ravindra Kumar sexsena	OS	Aug.19
11.	Sh. Vishnu Datt Sharma	OS	Aug.19
12.	Sh. Anil Kumar	Ch.OS	Sept.19
13.	Sh. Kunj Bihari	OS	Sept.19
14.	Sh. Naval singh	Hd.Ty.	Sept.19
15.	Smt. Ram Kumari jain	OS	Sept.19
16.	Sh. Pramod Kumar	OS	Dec.19
17.	Sh. Hajari Lal Meena	OS	Dec.19
18.	Sh. Ram Kisan Gurjar	Ch.OS	Jan.20
19.	Sh. Bhagwan Das	OS	Jan.20
20.	Sh. Praveen Kumar Jain	OS	Jan.20
21.	Smt. Savita Goel	Ch.OS	Feb.20
22.	Sh. Ramesh Chandra Sharma	Ch.OS	Mar.20
23.	Sh. Vijay Singh Rajpoot	CA	Apr.20
24.	Sh. Hari Prakash	OS	Jun.20
25.	Smt. Geeta Devrani	OS	Jun.20
26.	Sh. Ashok Kumar Chouhan	Hd.Ty.	Jun.19
27.	Sh. Chandra Shekhar Meena	OS	Jul.20

Sr. No.	Name of Employee	Designation	Month of retirement
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28.	Sh. Gopal Lal Bansal	OS/Ty.	Jul.20
29.	Sh. Ram Kishan Meena	Ch.OS	Aug.20
30.	Sh. Vijay kumar Sharma	OS	Sept.20
31.	Smt. Pushpa Dulani	Hd.Ty.	Sept.20
32.	Smt. Gayatri Park	Ch.OS	Oct.20
33.	Smt. Durga Sharma	OS	Oct.20
34.	Sh. Abhutaya Kulshertha	OS/Ty.	Oct.20
35.	Sh. Girish Kumar Jha	Ch.OS	Nov.20
36.	Sh. Jon Lobo	OS	Nov.20
37.	Sh. Shiv Charan	OS	Dec.20



<b>CHAPTER 5</b>	<b>Deployment, Workload &amp; Critical Analysis</b>
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<b>5.0</b>	<b>Deployment, Workload &amp; Critical Analysis :</b>
<b>5.1</b>	<b>Deployment &amp; Workload of Establishment Section-I:</b>
<b>5.1.1</b>	<p><b>Ch OS=1, He is assigned to perform following work during his duty):</b></p> <ol style="list-style-type: none"> <li>1. Process of generating demand letters of direct recruitment took two day each time i.e. total 04 days are consumed in this activity.</li> <li>2. During the year 2018-19 total 03 SSE/JE were appointed. The appointment process includes verification of documents, attestation of documents, DOB verification, medical and police verification etc.</li> <li>3. Once in a year process for promotion of JE under 25% ranker quota initiated, this includes Penal Approval and finalization of trade.</li> <li>4. Recruitment for filling up 40 vacancies in intermediate quota has been approved and is pending with the RRB.</li> <li>5. Process for promotion, demotion and transfer is initiated once in a year.</li> <li>6. There is total sanctioned cadre of 08 Instructors in BTC against which 04 Instructors are on roll.</li> <li>7. Cadre position of SSEs and JEs of Loco workshop is required to update every month to send in PCDO.</li> <li>8. There is sanctioned cadre of 49 JEs (wagon) and 108 SSE (wagon) out of which 08 JEs (wagon) are on roll and 95 SSEs (wagon) are on roll.</li> <li>9. Provides requisite information every month for PCDO.</li> <li>10. On an average 03-04 cases per annum are received for providing information under RTI Act-2005.</li> <li>11. As and when receive the result of direct recruitment, circulates it to all concern.</li> <li>12. On an average 2-3 audit para are received every year and replied. Presently there was no audit para pending for reply.</li> <li>13. Preparing statements reflecting vacancy, cadre selection, calendar etc. requires to update with regular interval.</li> </ol>
<b>5.1.2</b>	<p><b>Ch OS=1, He is assigned to perform following work during his duty:</b></p> <ol style="list-style-type: none"> <li>1. Informal meeting of SC/ST association is organized twice in a year.</li> <li>2. Collecting and compiling requisite information of CWM unit and sending it to HQ office.</li> <li>3. On an average 15 such representations in a year are received from associations, on which after ensuring needful action reply is sent.</li> <li>4. Circulating the representation received in Informal meeting at GM's level to all concern. Ensuring to receive in time reply and sending it to HQ. 02 such informal meeting are organized every year at GM's level.</li> <li>5. Checking correctness of roster point and verification of vacancies. In the year 2018-19 there were total 350 vacancies in SC/ST cadre.</li> <li>6. Dealing with other files like SC/ST training, elections &amp; HQ correspondence etc.</li> <li>7. Also deals with issues related to Territorial Army and Home Guards.</li> </ol>

5.1.3	<p><b>OS=1, He is assigned to perform following work during his duty:</b></p> <ol style="list-style-type: none"> <li>1. Doing correspondence related for PRT of Fitter Trade, Welder, Mechanist and Painter.</li> <li>2. Doing correspondence for arranging suitability/trade test of Fitter, Welder, Mechanist and Painter.</li> <li>3. Doing needful activity for Vetting of Cadre.</li> <li>4. Dealing with 'on request' and 'mutual' transfer of group "C" staff.</li> <li>5. Maintaining roster register of above trade.</li> <li>6. Dealing with combined seniority of JE selection.</li> <li>7. Issuing notification related to UR, death, medically unfit cases.</li> <li>8. Dealing with correspondence related to Trade Unions, Associations, RTI, HQ office, Rly. Board, Employee Grievance Cell.</li> <li>9. Issuing seniority list of Wagon side Artisan/Khalasi.</li> <li>10. Performs the mentioned activities for Fitter Trade, Welder, Mechanist and Painter.</li> </ol> <p>The existing Sanctioned strength for Fitter Trade is 337, for welder is 200, for Mechanist is 32 , for Painter is 34 and for Khalasi is 130 i.e. deals with total 733 sanctioned strength of staff.</p> <p>Against the sanctioned strength of 733 staff total 467 staff is on roll and 266 vacancies are existing in different trades</p>
5.1.4	<p><b>OS=1, He is assigned to perform following work during his duty:</b></p> <ol style="list-style-type: none"> <li>1. Perform the mentioned activities for Fitter (Mill), Crain Drivers, Motor Lorry Drivers, Shunting Master, Shunting Porters and Khalasi.</li> <li>2. The Sanctioned Strength of Fitter (Mill) is 102, of Crain Drivers is 54, Motor Lorry Drivers is 08, Shunting Master is 06, Shunting Porters is 08 and of Khalasi is 64. Thus, deals with total sanctioned strength of 242 staff. Against the Sanctioned strength of 242 staff total 181 staff is on roll.</li> <li>3. Deals with selection &amp; promotion of 25% LDCE (Artisan), the existing strength of Artisan cadre is 45.</li> <li>4. Also deals with creation and surrender of Artisan Cadre and circulate seniority list once in a year.</li> <li>5. On average 3-4 applications per month are receives under RTI Act-2005.</li> <li>6. Average replies of 10 to 15 representations received from Unions per year are prepared.</li> <li>7. On an average 10-15 cases of MACP are dealt each year and cadre of artisan staff is sent to account for vetting.</li> <li>8. Sending notification on expiry of Artisan staff. On an average 2-3 such cases per annum are dealt.</li> <li>9. Cases related to medical de-categorization are dealt as per need only.</li> <li>10. Replying to miscellaneous correspondences like Parliament questions, information desired by Railway Board and HQ office.</li> <li>11. Issuing notification for Material Collectors and appointing to them. There is total Sanctioned Strength of 31 Material Collectors against which 18 are on roll.</li> </ol>

5.1.5	<p><b>OS=1, He is assigned to perform following work during his duty:</b></p> <ol style="list-style-type: none"> <li>1. Perform mentioned activities for DSL Mechanic, Electric Fitter and Floating (A) &amp; (B). The Sanctioned Strength of Diesel Mechanic is 227, of Electric Fitter is 148, of Floating (A) is 08 &amp; of Floating (B) is 29. Thus, deals with total sanctioned strength of 412 staff against which 373 staff are on roll.</li> <li>2. Activity related to vetting of cadre is performed once in year.</li> <li>3. Approximately 10 cases of on request and mutual transfer are dealt in a year.</li> <li>4. Keep on updating the roster with regular interval.</li> <li>5. Circulating Seniority list of above mentioned cadre and JEs once in a year.</li> <li>6. Preparing selection cadre for direct recruitment.</li> <li>7. Deals with 3 to 4 cases in year related to voluntary retirement, death, medical de-categorization etc</li> </ol>
5.1.6	<p><b>Ch. OS=1, He is assigned to perform following work during his duty:</b></p> <ol style="list-style-type: none"> <li>1. Perform mentioned activities for Millwright who, STC and Diesel Shop. Deals with sanctioned strength of 28 SSEs (Mechanical), 108 SSEs (Wagon) 16 SSEs (Electricals), 14 SSEs (Drawing), 13 JEs (Mechanical), 49 JEs (Wagon) 16 JEs (Electricals), 08 JE (Drawing), 36 staff of Millwright shop and 06 staff of STC. Thus, he deals with total Sanctioned Strength of 323 staff. Against the sanctioned strength of 323 staff 212 staff is on roll.</li> <li>2. There are total 35 officers in CWM units for which he deals Salary Bill as well their charge relinquishing.</li> <li>3. MACP is a periodical work last year dealt with approx 50 cases of MACP.</li> <li>4. Address approx 04-05 union items per annum.</li> <li>5. Deals with 04-05 on request and mutual transfers cases.</li> <li>6. Deals with approx 10 cases related to deputation of Officers, Supervisors of Artisans and dealing with selection for Millwright and Diesel.</li> <li>7. Reply to 15 to 20 cases received under RTI Act-2005.</li> <li>8. Circulates seniority list once in a year and updates roster register with regular interval.</li> <li>9. Replying to audit objections and parliament questions as and when required.</li> </ol>
5.1.7	<p><b>Clerk =1, He is assigned to perform following work during his duty:</b></p> <ol style="list-style-type: none"> <li>1. Receipt and dispatch of Dak &amp; Maintaining leave records.</li> <li>2. Dealing with Union related matters.</li> <li>3. Dealing with PRT of non-technical group.</li> <li>4. Dealing with promotion, demotion and transfer of Millwright shop, STC and Diesel Shop.</li> <li>5. Performs any other work assigned by the higher officials.</li> </ol> <p><b>Note:</b> The work mentioned for the staff was not of nature to be dealt separately, thus the mentioned work has been distributed to individuals and staff working here has been transferred to Establishment-IV section.</p>

5.1.8	<p><b>Ch. OS=1, He is assigned to perform following work during his duty:</b></p> <ol style="list-style-type: none"> <li>1. He is over all in-charge of the section.</li> <li>2. Do supervision of all the files dealt in the section.</li> <li>3. Mark received letter to concern dealers and give them needful instructions for in time disposal and ensure obey of instructions received from the officers.</li> <li>4. Monitor the performance of individual staff and pay attention to improve the performance of individual.</li> <li>5. Do needful correction in the files/letters/positions, if required.</li> <li>6. Perform any other work assigned by the higher officials.</li> </ol> <p>He is over all in-charge of the section of 06 staff. He supervises all the files dealt by the section. Mark received letter to concern dealer with needful instructions and ensure in time action. He is responsible for the performance of staff working under him.</p> <p>Establishment-I section is dealing with core issues like selections, promotions, transfers, medical de-categorizations, CG appointments, medical unfit cases etc.</p> <p>Hence this section is exclusively required in-charge to supervise these issues to ensure in time disposals.</p>
5.1.9	<p><b>Critical Analysis:</b></p> <p><b>The work assigned to clerk in Para 5.1.7 was not of nature to be dealt separately, thus the mentioned work has been distributed to individuals and staff working here has been transferred to Establishment –IV section.</b></p> <p><b>In view of above workload of staff are mentioned in above para 5.1.1 &amp; 5.1.2 is less and performed by one staff easily, therefore the workload of both posts may be merged.</b></p> <p><b>Similarly workload are mentioned in above para 5.1.6 &amp; 5.1.8 is less and performed by one staff easily, therefore the workload of both posts may also be merged.</b></p> <p><b>Thus, in view of the existing work load for Establishment-I Section, total 05 ministerial staff have been considered justified.</b></p>
5.2	<p><b>Deployment &amp; Workload of Establishment Section- II:</b></p>
5.2.1	<p><b>Ch. OS=1, He is assigned to perform following work during his duty:</b></p> <ol style="list-style-type: none"> <li>1. He deals with 82 staff of cadre of Ministerial staff and C&amp;WI.</li> <li>2. Deals with 04 to 05 case per month related to promotion, demotion and transfer of clerical staff, Confidential Assistant and staff working in Rajbhasha section.</li> <li>3. Processes for nomination of selection boards.</li> <li>4. Deals with 02 to 03 cases per annum of inter division transfer.</li> <li>5. Deals with 1 to 2 cases per annum pertain to posting on deputation.</li> <li>6. For once in a year deals with direct recruitment of clerical cadre and handicap quota &amp; Deals with one case of creation/surrender of clerical cadre.</li> <li>7. Keep on updating position of clerical cadre and circulate their seniority list once in year.</li> </ol>

	<ol style="list-style-type: none"> <li>8. Being in-charge of the section, supervises the work of all subordinates.</li> <li>9. Do the correspondences in concern with Hindi Library and duty list of clerical staff.</li> <li>10. On an average put 06 letter per month related to items and outsets of unions.</li> <li>11. Updating cadre and circulating seniority list once in a year for cadre of Confidential Assistants, Personal Inspector, CLI and Typing staff.</li> <li>12. Maintaining cadre register and roster register.</li> <li>13. Deals with 3-4 RTI cases each month and PCDO of the section.</li> </ol>
<b>5.2.2</b>	<p><b>Sr. Clerk =1, He is assigned to perform following work during his duty:</b></p> <ol style="list-style-type: none"> <li>1. Dealing with work related to HRD.</li> <li>2. Dealing with work related to PCDO. PCDO of Personnel department is prepared in approximately 200 to 225 pages and there after it is update on line as well. This whole process took 2-3 days.</li> <li>3. Preparing GM weekly position which is required updated staff position of workshop units.</li> <li>4. Updating cadre position with regular interval.</li> <li>5. Preparing staff position in 03 different formats and sending it to Engineering department of HQ office.</li> </ol>
<b>5.2.3</b>	<p><b>OS =1, He is assigned to perform following work during his duty:</b></p> <ol style="list-style-type: none"> <li>1. At present dealing with work related to 57 Apprentices.</li> <li>2. Deals with project Saksham over CWM unit.</li> <li>3. Approximately 50 cases per annum related to trainings are dealt.</li> <li>4. Deals with the various allowance and PF advance of LOCO workshop staff. In the year 2018-19 total 10 such cases were dealt.</li> <li>5. Preparing indents on work for CWM unit and uploading the requirement of staff on line.</li> <li>6. Deals with approximately 25 cases in year related to class III &amp; IV staff.</li> <li>7. On an average 4-5 such cases are dealt in a year.</li> <li>8. Performs any other work assigned by the higher officials.</li> </ol>
<b>5.2.4</b>	<p><b>OS =1, He is assigned to perform following work during his duty:</b></p> <ol style="list-style-type: none"> <li>1. Deals with allotment and retention of quarter to Gazetted and non-gazetted staff of CWM unit. There are total 10 quarters for Gazetted staff and 470 quarters for non-gazetted staff (Type-I: 75, Type-II: 305, Type-III: 24 &amp; Type Four: 66).</li> <li>2. Checking profit and lost monthly statements of canteen at WS/LOCO and at WS/Carriage.</li> <li>3. Issuing 2-3 permissions per month for use of canteen hall.</li> <li>4. Maintains cadre of 05 staff working at Railway Primary School Hazari Bagh and leave record of 95 students.</li> <li>5. Organizing election once in a two year for electing representative to monitor operations of canteen.</li> </ol>

	<ol style="list-style-type: none"> <li>6. Organizing election for total 12 SRI Representatives from CWM unit and divisions.</li> <li>7. Providing any information desired for allotment of quarter, SRI, Canteen and Loco Sport club.</li> <li>8. Replying to representations received from the unions.</li> <li>9. Arranging meeting of representatives of trade unions for allotment of quarters.</li> <li>10. Dealing with the work related to outsourcing of Loco &amp; Carriage canteen.</li> </ol>
<b>5.2.5</b>	<p><b>Ch. OS =1, He is assigned to perform following work during his duty:</b></p> <ol style="list-style-type: none"> <li>1. Replying to Parliament questions during the sessions. Number of such replies are depends upon the number of questions are being received. Usually 2-3 such questions are received during the Parliament session.</li> <li>2. Deals with 3-4 complaints MPs/MLAs in a year.</li> <li>3. Deals with 4-5 application received under RTI act-2005.</li> <li>4. Preparing description of accidents and sending it to CWM &amp; HQ office.</li> <li>5. Dealing with the cases pertains to workman compensation act 1923.</li> <li>6. Preparing monthly statement of accidents.</li> <li>7. Dealing with the information received from Sr. Inspector Boiler.</li> <li>8. Performing any other work assigned by higher officials.</li> </ol>
<b>5.2.6</b>	<p><b>Critical Analysis:</b></p> <p><b>In view of above workload of staff are mentioned in above para 5.2.3 &amp; 5.2.4 is less, therefore the workload of both posts may be merged. Thus 04 numbers of ministerial staff has been considered justified for Establishment-II section.</b></p>
<b>5.3</b>	<b>Deployment &amp; Workload o Leave Section:</b>
<b>5.3.1</b>	<p><b>Ch. OS =1, He is assigned to perform following work during his duty:</b></p> <ol style="list-style-type: none"> <li>1. He deals with the cadre of total 1542 staff.</li> <li>2. Issue on an average 4 to 5 NOCs each month regarding foreign visit of staff.</li> <li>3. Dealing with out of India leave. Child care leave, maternity leave, paternity leave, leave after blood donation, Saint John Ambulance Special Casual leave and Special Casual Leave for sports man. On an average 15 to 20 such cases are dealt in a month.</li> <li>4. Vetting of leave account for employee going to retire. Approx 10 cases each month are dealt.</li> <li>5. Handing over correspondence of leave section to dispatch section. This activity is performed 04 to 05 times in a day.</li> <li>6. On an average 10-12 representations of Unions are replied in a year and average 20 to 25 queries asked in RTI are replied per year.</li> <li>7. Dealing with 15-20 cases in year regarding deduction in transportation allowance.</li> <li>8. Checking of leave accounts of staff in the workshop and signing over it after every each six (06) months.</li> </ol>

5.3.2	<p><b>OS =3, They are assigned to perform following work during his duty:</b></p> <ol style="list-style-type: none"> <li>1. Preparing 1700 to 1800 leave summaries each month. In the process they check the leaves due and it's posting in the Gate Attendance Card.</li> <li>2. Cross tally entries of all these GA cards with attendance muster.</li> <li>3. Dealing with 03 to 05 cases per month regarding Merging of leaves.</li> <li>4. Preparing leave record of staff going to retire and after vetting sending it to Accounts, Workshop Personnel Section for in time payment/deduction. On average 10 such cases per month are dealt.</li> <li>5. Crediting leave account with interval of Six months and making needful entries in I-pass.</li> <li>6. Taking prints of letters pertaining to special CL.</li> <li>7. Attending D&amp;AR inquiries as witness of long absentee or in any other matter pertains to anomaly in leave records, opening ticket number of the closed ticket of long absentee staff and providing information desired in RTI. On an average 08 to 10 of opening of tickets are dealt per month. However attending D&amp;AR and replying to RTI are very limited.</li> <li>8. Dealing with maternity leave. There is approx 94 ladies staff on an average each month 2-3 cases of maternity leave are dealt. 10-15 cases of paternity leave are dealt each month. For CCL around 25 to 30 staff is eligible and 2-3 cases of CCL are dealt each month.</li> <li>9. Taking out print of NOC for foreign visit. on an average 10-15 such NOC are printed in a month.</li> <li>10. On an average 2-3 new leave accounts are opened each month.</li> <li>11. Annually entry of leave account in done in service record.</li> <li>12. Dealing with 10-12 miscellaneous correspondences each month.</li> <li>13. .Performing any other work assigned by the higher official.</li> </ol>
5.3.3	<p><b>Critical Analysis:</b></p> <p><b>There are total approx 1900 sanctioned strength of staff for Loco workshop out of which 1256 are on role. Thus, to deal with the leave related matter of this quantum of staff 03 staff are sufficient. Therefore, 03 numbers of staff has been considered justified for the Leave sanction.</b></p>
5.4	<p><b>Deployment and Workload of Establishment (Service Sheet) Section-III:</b></p>
5.4.1	<p><b>Ch. OS =1 &amp; OS=2 They are assigned to perform following work during his duty:</b></p> <ol style="list-style-type: none"> <li>1. Preparing approximately 30 to 40 service records each year for newly appointed staff.</li> <li>2. Doing approximately 500X3=1500 entries of promotion, demotion and transfer in service records.</li> <li>3. Doing pre-vetting of service record of working staff and of staff under transfer approximately 1400 employees each year.</li> <li>4. Final vetting of Service Record going to retire in near future. 15 to 20 such cases are dealt each month.</li> <li>5. Twice in a year making needful entries for increment in Salary of staff.</li> <li>6. Issuing new as well revised medical card to staff.</li> </ol>

	<ol style="list-style-type: none"> <li>7. Processing average 20-30 cases per annum for name change.</li> <li>8. Performing work in 50-60 cases per annum related to pay correction and pay fixation.</li> <li>9. Dealing with 50-60 cases per annum for pay fixation of salary as per option given by the employee.</li> <li>10. Receiving around 50 cases each year for nomination for PF from the staff, sending it to accounts department and doing needful entries in the service record.</li> <li>11. Issuing list of the staff going to retire in coming year.</li> <li>12. Ensuring scanning and biding of service record.</li> <li>13. Issuing average 10-12 letters pertains to policy.</li> <li>14. Doing needful entries of leaves in the service record.</li> <li>15. Doing 25-30 entries each year of NIP received from confidential section in the service records.</li> <li>16. Deciding payment in case of stepping up. In the year 2018-19 61 such cases were dealt.</li> <li>17. Disposal of average 60-70 items per year received from Trade Unions.</li> <li>18. Providing information in 15-20 cases per year under Right to Information.</li> <li>19. Performing any other work assigned by the higher official. Presently dealing with issuance of SMART cards for medical aid.</li> <li>20. Supervising all the files of section.</li> </ol>
<b>5.4.2</b>	<p><b>Clerk =01, He is assigned to perform following work during his duty:</b></p> <ol style="list-style-type: none"> <li>1. Dealing with audit reports,</li> <li>2. Disposal of Dak of CWM.</li> <li>3. Giving remarks in confidential matters.</li> <li>4. Dealing with pre-revision 2016 pension.</li> <li>5. Receiving and dispatching files of CWM office.</li> </ol> <p>In absence of any significance work this staff has been transferred to WPS section and above work is being performed by individual only.</p>
<b>5.4.3</b>	<p><b>Critical Analysis:</b></p> <p><b>In absence of any significance work in above para 5.4.2, 01 clerk has been transferred to WPS section and above work is being performed by the staff of section themselves. It is also observed that 03 ministerial staff are not required for only updating of service sheets of 1400 employees of loco workshop, Ajmer. Thus, 02 numbers of staff has been considered justified for Establishment (Service Sheet) Section-III.</b></p>
<b>5.5</b>	<b>Deployment and Workload of Settlement Section:</b>
<b>5.5.1</b>	<p><b>Ch. OS =1, He is assigned to perform following work during his duty:</b></p> <ol style="list-style-type: none"> <li>1. Dealing with pension and new pension policy. Average 200-250 cases are dealt each year</li> </ol>



	<ol style="list-style-type: none"> <li>2. Doing correspondence for staff and family pension.</li> <li>3. Processing family pension widow, unmarried and divorced daughter. Such cases comes along with lots of legal formalities and objections. Thus required cautious check and excessive correspondence. At present total 40 such cases are pending with the dealer.</li> <li>4. Processing pension in other than normal retirement (ONR) cases like death, compulsory retirement, medical de-categorization and voluntary retirement of staff.</li> <li>5. Processing NPS for 21 employees appointed on 01.01.2004 and thereafter and also processing 08 widow pensions of these employees.</li> <li>6. Receiving acceptance of NPS pension for CWM unit and sending it to accounts department.</li> <li>7. Replying to court cases and ensuring obey of the judicial decisions. At present no court case found pending with.</li> <li>8. Providing information desired under RTI. Around 60-70 cases under RTI dealt each year.</li> <li>9. Re-granting of family pension to un-married, divorced and widow daughters.</li> <li>10. Receiving application for Pension Adalat and taking needful action on the grievance received. Pension Adalat is organized once in a year and around 15-20 applications are received for disposal.</li> <li>11. Processing for generating pension and issuing medical cards.</li> <li>12. Sending desired information to HQ office.</li> <li>13. Replying to application pertains to disposal of pension cases.</li> <li>14. Sending reply to representation received from Railway Board, HQ office, MPs, and MLAs.</li> </ol>
<b>5.5.2</b>	<p><b>OS =1,</b> He is assigned to perform following work during his duty:</p> <ol style="list-style-type: none"> <li>1. Revision of pensions initiated prior to 2016.</li> <li>2. Receiving PPOs from accounts department.</li> <li>3. Making entries of the received PPOs in register.</li> <li>4. Providing information demanded under RTI rule.</li> <li>5. Receiving application for revision of PPO and replying to the concern.</li> <li>6. Replying to the grievance received under Pension Adalat.</li> <li>7. Generating pension bills over I-pass software.</li> <li>8. Doing revision of pre-2016 PPO in the Arpan Software.</li> <li>9. Revising PPO of all ex-employee according to 7th CPC, putting it for account vetting and generating revised PPO.</li> </ol> <p>Work related to revision of pensions prior to 2016 has been completed and there is no significant work left behind, therefore this post has been transferred to Service Sheet section.</p>
<b>5.5.3</b>	<p><b>OS =1, He is assigned to perform following work during his duty:</b></p> <ol style="list-style-type: none"> <li>1. Processing 10-15 pension cases every month of the staff going to retire.</li> <li>2. Sending pension applications of the staff going to retire in near future to</li> </ol>

	<p>concern departments (03 months in advance).</p> <ol style="list-style-type: none"> <li>Each month preparing file for staff going to retire. Preparing PF details, GIS and settlement sheet and sending it to accounts department.</li> <li>Preparing folders, service record, Medical Card, Identity Card and settlement advise each month to be handed over to employees going to retire.</li> <li>Taking action on the application received from retired employees for medical allowance.</li> <li>Taking needful action on the pension applications received from HQ office.</li> </ol>
<b>5.5.4</b>	<p><b>OS =1, He is assigned to perform following work during his duty:</b></p> <ol style="list-style-type: none"> <li>Revising PPO issued prior to 2016, 2017 &amp; 2018.</li> <li>Doing entries in Arpan software for pension settlement cases.</li> <li>Issuing revised PPO as per recommendation of 7th pay commission.</li> <li>Dealing Gazette notifications.</li> <li>Pension payment to concern bank branch.</li> <li>Handing over Data sheet of revised PPO to banks/post office as per recommendation of 7th CPC.</li> </ol> <p>The work of revising PPO has been completed therefore he has been assigned work of issuance of UMID (Unique Medical Identity) to the pensioners. There are total 8000 pensioners in Carriage Workshop and 3500 pensioner in LOCO &amp; Wagon Workshop.</p>
<b>5.5.5</b>	<p><b>Clerk =1, He is assigned to perform following work during his duty:</b></p> <ol style="list-style-type: none"> <li>Revision of pensions initiated prior to 2016.</li> <li>Receiving PPOs from accounts department.</li> <li>Making entries of the received PPOs in register.</li> <li>Providing information demanded under RTI rule.</li> <li>Receiving application for revision of PPO and replying to the concern.</li> <li>Replying to the grievance received under Pension Adalat.</li> <li>Generating pension bills over I-pass software.</li> <li>Doing revision of pre-2016 PPO in the Arpan Software.</li> <li>Revising PPO of all retire employee according to 7th CPC, putting it for account vetting and generating revised PPO.</li> </ol> <p>Work related to revision of pensions prior to 2016 has been completed and there is no significant work left behind, therefore this post has been transferred to Signal Workshop.</p>
<b>5.5.6</b>	<p><b>Critical Analysis:</b></p> <p><b>There are total 8000 pensioners in Carriage Workshop and 3500 pensioner in LOCO &amp; Wagon Workshop. Average 200-250 pension and new pension policy cases are dealt each year. The significance work is dealt by this section only when pension orders are required to revise or any new policy is introduced for pensioner. As such PPO for 7th pay commission has been updated by the section. Thus, in absence of any significant work. 03 staff has been considered sufficient to meet out with the existing workload of the section.</b></p>

<b>5.6</b>	<b>Deployment and Workload of Establishment Section- IV:</b>
<b>5.6.1</b>	<p><b>OS =1, She is assigned to perform following work during her duty:</b></p> <ol style="list-style-type: none"> <li>1. Maintaining record room of Establishment-IV section. On an average 10-15 cases of existing employee and 01-02 cases of retired employee are received from the record room. Individual record of an employee took 05 minutes to take out from the record room however record of individual retired employee took 30 minutes for taking out from record room.</li> <li>2. Deals with on an average 10 cases per day of PF advance and 02 cases per day of leave encashment.</li> <li>3. Putting individuals file to the concern officer, twice in a day.</li> <li>4. Dealing with policy related and personal cases of staff working in Loco Workshop.</li> </ol>
<b>5.6.2</b>	<p><b>OS=01, He is performing following work during his duty:</b></p> <ol style="list-style-type: none"> <li>1. Dispatch of Dak received from all departments of Loco Workshop through various means like registered AD, Speed post, ordinary dak, registered pos and district dak. On an average 60-70 such dak per month are dealt.</li> <li>2. Preparing pay order for stamps and receiving stamps from post office. Existing approved stamp amount is INR 5000/- which recouped with interval of 45-50 days.</li> <li>3. Dispatching 10 to 15 Daks to HQ each day.</li> </ol>
<b>5.6.3</b>	<p><b>Sr. Clerk =01, He is performing following work during his duty:</b></p> <ol style="list-style-type: none"> <li>1. Taking print of average 4 to 5 letters each day received through e-dak, putting it before the competent authority and sending it to concern department as marked by the competent authority.</li> <li>2. Receiving Dak from other than Railways and dispatching average 30 to 35 daks each day.</li> <li>3. Preparing leave summary of the section.</li> <li>4. Performing all the other work through computer system.</li> </ol>
<b>5.6.4</b>	<p><b>Sr. Clerk=01, He is performing following work during his duty:</b></p> <p>He is working in CWM cell.</p>
<b>5.6.5</b>	<p><b>Critical Analysis:</b></p> <p><b>This section is custodian of old files and maintained the record room. They also dealt with the dispatch and receipt of the Dak and files. This section is also assist to CWM cell. Thus, in view of the existing workload of the section 04 numbers of staff have been considered justified for the section.</b></p>
<b>5.7</b>	<b>Deployment and Workload of Pass Section:</b>
<b>5.7.1</b>	<p><b>Ch. OS =1, She is assigned to perform following work during her duty:</b></p> <ol style="list-style-type: none"> <li>1. Signing on an average 35-40 privilege pass/PTO each day and 05 TO 10 complimentary passes each day.</li> <li>2. During the year till date issued 80 residence passes. Nil School passes and 06 duty card passes.</li> </ol>

	<ol style="list-style-type: none"> <li>3. Providing information desired under RTI Act.</li> <li>4. Replying average 04 to 05 audit para each year.</li> <li>5. Doing miscellaneous correspondence.</li> <li>6. Issuing passes as and when required.</li> </ol>
<b>5.7.2</b>	<p><b>OS=01, She is assigned to perform following work during her duty:</b></p> <ol style="list-style-type: none"> <li>1. Dealing with privilege pass account of staff working in Loco workshop. She makes on an average 10-12 such entries in the record each day.</li> <li>2. Receiving approx 15 pass applications each day of serving and retired employees and after needful entries in the register, sending it for issuing passes.</li> <li>3. Dealing with correspondence regarding promotion, demotion and transfer of clerical cadre.</li> <li>4. Arranging transfer letters of officers.</li> <li>5. Preparing monthly leave summary for pass section which includes correspondence for Casual Leave, Leave on average pay and private sick.</li> </ol>
<b>5.7.3</b>	<p><b>OS=01, She is assigned to perform following work during her duty:</b></p> <ol style="list-style-type: none"> <li>1. Issuing 10-15 privilege passes and 5-6 complimentary passes each day.</li> <li>2. Dealing with correspondence pertains to RAJBHASA, especially monthly position of Rajbhasha.</li> <li>3. Transferring pass record of retired employees each month, issuing passes to employees of other stations and doing correspondence for change in destination station.</li> <li>4. Issuing 08-10 ID cards for widow wife and other dependents of Ex-employee each month.</li> <li>5. Doing entries of pass applications of serving and retired employees and forwarding it for printing of passes.</li> </ol>
<b>5.7.4</b>	<p><b>OS=01, He is assigned to perform following work during his duty:</b></p> <ol style="list-style-type: none"> <li>1. Issuing 10 to 15 privilege passes, duty passes and widow passes per day and 20 PTOs per day.</li> <li>2. Doing correspondence related to computer system of Diesel section.</li> <li>3. Doing entries of pass applications of serving and retired employees and forwarding it for printing of passes.</li> </ol>
<b>5.7.5</b>	<p><b>Critical Analysis:</b></p> <p><b>It has been observed that the passes are being printed through the computer system but individual pass is required to feed in the printer due to which the desired speed of work cannot be achieved. It is advised to review the existing system and it may be replaced with the continue auto feeding system like UTS or PRS tickets. The distances between various station and comparison of various via are already available at online Rate Branch Software. The work of the pass section has been reduced significantly and can be further reduced with advised changes. In view of the existing workload of the Pass section total 03 numbers of staff has been considered justified.</b></p>

<b>5.8</b>	<b>Deployment and Workload &amp; D&amp;AR Section:</b>
<b>5.8.1</b>	<p><b>Ch. OS =1, He is assigned to perform following work during his duty:</b></p> <ol style="list-style-type: none"> <li>1. Doing all requisite correspondence for appointment on compensation in Gr.-"D".</li> <li>2. Performing work for appointment of trainee in Group "D" on compensation account and regularizing them in GP-1800/- or level-1.</li> <li>3. Dealing with the representations received in CGA Adalat.</li> <li>4. Preparing monthly statement of due cases of appointment on compensation ground.</li> <li>5. Dealing with miscellaneous correspondence pertains to compensation appointment.</li> <li>6. Preparing proposal for appointment of group "C" staff on compensation ground, allotting trade, issuing appointment letter and organizing final retention test.</li> <li>7. Doing correspondence for suitability check of group "D" staff for appointment on compensation ground.</li> <li>8. Dealing with policy file for appointment on compensation ground.</li> <li>9. Nomination of the committee for appointment of JE/SSE on compensation ground.</li> <li>10. Work mentioned from S. No. 01 to 09 is pertains to appointment on compensation in group "D". On an average 10 cases per annum of compensation appointment are dealt.</li> <li>11. Providing information desired under RTI Act. On an average 2-3 applications per month are received.</li> <li>12. Dealing with 4-5 NOCs per month of employees for abroad.</li> <li>13. Dealing with RTI cases, PCDO and miscellaneous correspondence.</li> <li>14. Issuing 10-15 medical de-categorizations certificates per month.</li> <li>15. Performing Work related to employee's grievances, Minor penalties, Major penalties and appeals. On average deals with 10-15 grievance per year, issuance of 05-06 minor penalties and 02-03 major penalties.</li> </ol>
<b>5.8.2</b>	<p><b>OS=01, He is assigned to perform following work during his duty:</b></p> <p>This staff has been transferred to Leave section and his work has been shifted to staff at Sr. No. 5.8.3</p>
<b>5.8.3</b>	<p><b>Ch. OS=01, He is assigned to perform following work during his duty:</b></p> <ol style="list-style-type: none"> <li>1. Dealing with policy matters pertains to selection board and nomination of selection board.</li> <li>2. Dealing with confidential reports and approx 200 promotion cases per annum.</li> <li>3. Doing correspondence with Trade Unions.</li> <li>4. Dealing with employment of group "C" staff.</li> <li>5. Once in a year doing correspondence regarding periodic transfers.</li> <li>6. Organizing examination of Railway Recruitment Board, Ajmer.</li> <li>7. Replying to 4-5 representations per month received from trade unions.</li> </ol>

	<ol style="list-style-type: none"> <li>8. Organizing final retention tests of Mechanical Apprentices each month.</li> <li>9. Organizing seniority cum suitability test of Ministerial cadre and SSE staff twice in a year.</li> <li>10. Dealing with MACP of staff.</li> <li>11. Organizing average 10 suitability test per annum for MCF and Gr-1.</li> <li>12. Doing periodical review with interval of 03 months for pre-mature retirement of Railway employees.</li> <li>13. Doing periodical review with interval of 03 months for pre-mature retirement of Railway employees (Supervisors and Artisan).</li> <li>14. Dealing with Man of the month, cash award at CWM level, Disciplinary and Appeal Rule-1966, immovable property and stationary matters.</li> </ol>
<b>5.8.4</b>	<p><b>OS=01, He is assigned to perform following work during his duty:</b></p> <p>This staff has been transferred to Union section and work pertains to him has been transferred to staff described at Sr. no. 5.8.1.</p>
<b>5.8.5</b>	<p><b>Critical Analysis:</b></p> <p><b>In view of existing strength of the staff and activities being performed by the section. 02 staff have been considered sufficient to meet out with existing workload.</b></p>
<b>5.9</b>	<b>Deployment and Workload of WPS Section:</b>
<b>5.9.1</b>	<p><b>Ch. OS=01, He is assigned to perform following work during his duty:</b></p> <ol style="list-style-type: none"> <li>1. Overall supervision of WPS section.</li> <li>2. Updating data for Salary purpose. Fetching data in excel sheet for viewing data at a glance and preparing different reports Bill unit-wise.</li> <li>3. Generating Pay sheets twice in a month and forwarding voucher to concern authority.</li> <li>4. Replying to 4-5 representation per month received from trade unions and associations.</li> <li>5. Performing other miscellaneous work of the section like replying to RTI, receiving approvals, writing notes and dealing with disputed matters.</li> </ol>
<b>5.9.2</b>	<p><b>OS=01, He is assigned to perform following work during his duty:</b></p> <ol style="list-style-type: none"> <li>1. Dealing with promotion, demotion and transfer matters of bill unit no. 428 and 430 comprise of 350 employees and supervisors.</li> <li>2. Doing miscellaneous correspondence.</li> <li>3. Doing correspondence regarding night duty allowance.</li> <li>4. Preparing vetted statement of payable amount.</li> <li>5. Deduction of vouchers received from JC/JP, Udaipur railway cooperative banks.</li> <li>6. Generating supplementary bills for retired employee and for revised DA.</li> <li>7. Dealing with TA, contingent bill and education allowance.</li> <li>8. Issuing certificate for last salary withdrawn for staff transferred to other bill unit.</li> </ol>

<b>5.9.3</b>	<p><b>OS=01, He is assigned to perform following work during his duty:</b></p> <ol style="list-style-type: none"> <li>1. Preparing statement of payable amount for bill unit no. 610 &amp; 434 comprising of strength of 150 staff.</li> <li>2. Collecting data from all concern units and uploading for I-Pass and UMID.</li> <li>3. Doing correspondence for matter pertains to Gazetted officers.</li> <li>4. Doing correspondence pertains to promotion, demotion, transfer, D&amp;AR and other miscellaneous matters.</li> <li>5. Doing deduction in salary bill as per advice received through vouchers of JP &amp; JC cooperative banks.</li> <li>6. Dealing with matters like LIC, LPC and Income Tax. Preparing monthly, quarterly and yearly ITR reports.</li> <li>7. Dealing with TA, contingent bill and education allowance.</li> <li>8. Maintaining register for education allowance.</li> </ol>
<b>5.9.4</b>	<p><b>OS=01, He is assigned to perform following work during his duty:</b></p> <ol style="list-style-type: none"> <li>1. Preparing statement of payable amount for bill unit no. 601 comprise of 525 Artisan staff.</li> <li>2. Doing correspondence pertains to promotion, demotion, transfer, D&amp;AR and other miscellaneous matters.</li> <li>3. Doing deduction in salary bill as per advice received through vouchers of JP &amp; JC cooperative banks.</li> <li>4. Dealing with matters like LIC, LPC and Income Tax.</li> <li>5. Dealing with TA, contingent bill and education allowance.</li> <li>6. Maintaining register for education allowance.</li> </ol>
<b>5.9.5</b>	<p><b>OS=01, He is assigned to perform following work during his duty:</b></p> <ol style="list-style-type: none"> <li>1. Preparing statement of payable amount of bill unit no. 621 comprise of 425 number of staff.</li> <li>2. Doing correspondence pertains to promotion, demotion, transfer, NPS and other miscellaneous matters.</li> <li>3. Dealing with TA, contingent bill and education allowance.</li> <li>4. Maintaining register for education allowance.</li> <li>5. Preparing MCDO statements.</li> </ol>
<b>5.9.6</b>	<p><b>Critical Analysis:</b></p> <p><b>In view of existing strength of the staff and activities being performed by the section. 05 staff has been considered sufficient to meet out with existing workload.</b></p>
<b>5.10</b>	<b>Deployment and Workload of LG Section:</b>
<b>5.10.1</b>	<p><b>OS=01, He is assigned to perform following work during his duty:</b></p> <ol style="list-style-type: none"> <li>1. Supervision of LG section.</li> <li>2. Preparing 4-5 loose case file per month for procurement of NS items.</li> </ol>

5.10.2	<p><b>OS=01, He is assigned to perform following work during his duty:</b></p> <ol style="list-style-type: none"> <li>1. Dealing with landline telephone bills of CWM (office/residence), Dy CWM (Loco) (Office/residence), Dy CWM (C&amp;W) (Office/residence) and Ch. OS (loco). Ensuring monthly payment of bills received for use of land line phones.</li> <li>2. Performing work related to installation of land line phone. At present there are 04 numbers of phones and after introduction of CUG there is no scope of further installation of any land line phone. However, utility of existing land line phones shall also be judged and if considered it replaceable with CUG then must be done.</li> <li>3. Dealing with CUD bills and making needful correspondence in this regards. At present dealing with billing of 184 CUG SIMs each month.</li> <li>4. Holding details of fuel consumption by Vehicles and updating the data of fuel consumption. The average fuel consumption of vehicles is 800 liters per month.</li> <li>5. Performing work for repairing work of Toyota-RJ-01-UA-2800, Qualis-RJ-01-U-006, truck-RJ-01-GB-149, tractor-RJ-01- R535.</li> <li>6. Dealing with Cash Imprest of Dy. CWM (Loco) amounting to INR 15000/- and SPO amounting to INR 3000/-.</li> <li>7. Doing correspondence related to shunting charges.</li> <li>8. Preparing indent for procurement of bed-sheets, bath-towels &amp; dusters.</li> <li>9. Giving information to competent authority about theft of Railway material. At present there is Nil case pending.</li> <li>10. Dealing with demand of Data cards. Data cards have been provided to all the officers of CWM unit.</li> <li>11. Doing needful arrangements for organizing events like 26 January and 15 August.</li> <li>12. Arranging washing of clothes.</li> <li>13. Arranging repair of computers and printers. In the T&amp;P stock there are total 60 computers and 50 printers.</li> <li>14. Purchasing of keyboards and mouse.</li> <li>15. Arranging refilling of ink in printers.</li> <li>16. Preparing monthly statements of water pollution and sending it to HQ as well to pollution control board each month.</li> <li>17. Dealing with maintenance expenditure of mechanical officers.</li> </ol>
5.10.3	<p><b>OS=01, He is assigned to perform following work during his duty:</b></p> <ol style="list-style-type: none"> <li>1. Quarterly dealing with minutes of POM, inspection note of CPO, permission to contractor, inspection note of Railway Board's officers, inspection of local officers of workshop, inspection note of CME, inspection note of CWE and GM inspection. On an average 20-25 inspection are dealt in a year.</li> <li>2. Replying to Audit inspections and doing needful correspondence. Approx 15-20 audit para are dealt per annum. 05 audit para informed pending with.</li> <li>3. Quarterly arranging meetings and cleaning of water tank.</li> <li>4. Doing correspondence regarding Territorial Arm notes static electronic way bridge and other miscellaneous work.</li> <li>5. Dealing with education visit, desert cooler, motor vehicle on election duty, safety</li> </ol>



	<p>posters, RI fund, PRT-clerical, desktop PC, Swach Bharat Abhiyan, NSC, family ID, FAR, Family ID for Pass, factory license, shop council, identity card, TA/Contingent bills, registration certificate ALC, A/C vetting position, hiring of vehicle and stock sheet.</p> <ol style="list-style-type: none"> <li>Giving consent to operate and consent to Estt. Pollution Control Board.</li> <li>Replying to representations received from trade unions and associations.</li> <li>Doing correspondence regarding BRN, EPF of contractor's labour, photostate bill, ENVI and general correspondence of Accounts and Audit.</li> </ol>
<b>5.10.4</b>	<p><b>OS=01, He is assigned to perform following work during his duty:</b></p> <ol style="list-style-type: none"> <li>Doing procurement of stationary for LOCO workshop.</li> <li>Arranging ink and master role for Ratio-graph through indent purchase.</li> <li>Arranging cartage for printer through local purchase.</li> <li>Arranging DSC/EC certificates for officers and supervisors.</li> <li>Dealing with money value books, supply of pots and winter/summer uniform.</li> <li>Arranging computer tables for loco office.</li> <li>Preparing DS-8 for condemnation of T&amp;P items.</li> <li>Dealing with desktop and laptop for officers.</li> <li>Ensuring repair of caning of old furniture.</li> <li>Maintaining tally book of 250 T&amp;P type items and assisting in stock verification.</li> <li>Compiling information regarding distribution of stationary, uniform, books and phone.</li> </ol>
<b>5.10.5</b>	<p><b>Critical Analysis:</b></p> <p><b>This section deals with procurement and purchase of NS items, landline and CUG telephone connections and bills, imprest cash, managing even, doing correspondence for various contracts, condemnation of T&amp;P items and procurement of stationary etc. Thus, in view of the workload and activities being performed 04 number of staff considered justified for LG section.</b></p>
<b>5.11</b>	<b>Deployment and Workload of Budget Section:</b>
<b>5.11.1</b>	<p>There is total 06 staff sanctioned for Budget section. Out of which 03 are nominated for Carriage workshop and 03 are nominated for Loco workshop. Presently out 03 sanctioned strength 01 Ch.OS is working in Carriage section and 02 posts are vacant and in Loco section all 03 staff are on roll.</p>
<b>5.11.2</b>	<p><b>Ch. OS (LOCO)=01, He is assigned to perform following work during his duty:</b></p> <ol style="list-style-type: none"> <li>Maintaining accounts for expenditure of Diesel POH/ IOH, DEMU POH, DTC POH and Special repair on the basis of it finding out the unit cost (Expenditure in different head/Out turn) per month.</li> <li>Preparing revised estimate, budget estimate (for coming year) and final estimate of above heads of Para- and doing needful correspondence for the same. There are total 15 different heads to be dealt with.</li> <li>Preparing PCDO and replying to queries received from HQ office. It took time of 2-3 days each month.</li> </ol>

	<ol style="list-style-type: none"> <li>Maintaining account and Original Budget Grant of demand no. 4B, 7E/360MCP, 11J/100-400, canteen and Loco/school.</li> <li>Preparing revised estimate, budget estimate and final estimate of above heads of Para -4 and doing needful correspondence for the same.</li> </ol>
<b>5.11.3</b>	<p><b>OS (Wagon) =01, He is assigned to perform following work during his duty:</b></p> <ol style="list-style-type: none"> <li>Maintaining expenditure record, OBG, revised estimate, budget estimate and final estimate for demand no. 3-160 legal and 3-300 Administration. Ensuring fund availability of various items related to demand.</li> <li>Keeping expenditure and out of turn record for calculating POH cost of various types of wagons. Preparing revised estimate, budget estimate and final settlement for demand no. 6D300. Administration. Ensuring fund availability of various items related to demand.</li> <li>Maintaining expenditure record and ensuring fund availability of various types of machines under this plan head no. PH 2100 (IRSP), PH-4100 (M&amp;P) and PH-4200 (MOD). Preparing revised estimate, budget estimate and final estimate for this plan head.</li> </ol>
<b>5.11.4</b>	<p><b>OS=01, He is assigned to perform following work during his duty:</b></p> <ol style="list-style-type: none"> <li>He is maintaining service records of all Group "C" and Group "D" staff.</li> <li>He is dealing with promotions, transfers and other establishment related work of all staff.</li> <li>He is also dealing with all type of establishment work.</li> <li>Any other work assigned by higher officials.</li> </ol>
<b>5.11.5</b>	<p><b>Critical Analysis :</b></p> <p><b>It is observed that one staff is Maintaining expenditure records, OBG, revised estimate, budget estimate and final estimate etc. for LOCO maintenance work and other one staff for wagon maintenance. Work performed by 01 OS is mentioned in above para 5.11.3. This work is already doing by the staff deployed in service sheet section. Therefore for budget section only 02 staff is sufficient to meet out existing workload.</b></p>
<b>5.12</b>	<b>Deployment and Workload of RTI Section:</b>
<b>5.12.1</b>	<p><b>OS=01, He is assigned to perform following work during his duty:</b></p> <ol style="list-style-type: none"> <li>Dealing with information desired under RTI rules.</li> <li>Receiving on line application under RTI rule.</li> <li>During the period January'2018 to December'2018 total 389 applications received under RTI Act to seek information and all the applications disposed.</li> <li>In the given period total 27 applications received in appeal and all the applications were disposed.</li> <li>In the mentioned period 03 applications were received for CIC hearing all were disposed off.</li> <li><b>The procedure for RTI application is –</b> First application is received-MR of fees is issued- Application is registered on line-</li> </ol>

	<p>Application sent to concern authority-</p> <p>Reminder, if required-</p> <p>Receiving information from the concern authority-</p> <p>Checking correctness of the information received-</p> <p>Depositing fees, if needed-</p> <p>Handing over information to applying.</p>
<b>5.12.2</b>	<p><b>Critical Analysis:</b></p> <p><b>In view of existing strength of the staff and activities being performed by the section. 01 staff has been considered sufficient to meet out with existing workload.</b></p>
<b>5.13</b>	<b>Deployment and Workload of Coordination/Samadhan Section:</b>
<b>5.13.1</b>	<p><b>Ch. OS=01, She is assigned to perform following work during her duty:</b></p> <ol style="list-style-type: none"> <li>1. Manning Samadhan (Single Window) to facilitate services according to Employee Charter.</li> <li>2. Checking service sheet on e-Mitra web.</li> <li>3. Providing information to employees for choosing alternatives for deciding salary under 7<sup>th</sup> CPC.</li> <li>4. Doing scanning of seniority list.</li> <li>5. Giving advice to establishment section, D&amp;AR section, leave section and pass section as and when required and also providing them the desire circulars.</li> </ol>
<b>5.13.2</b>	<p><b>Critical Analysis:</b></p> <p><b>It is found that no application pending for quarries regarding service sheet and it is also observed that the specified workload is not available for above section. Therefore no need of staff has deployed in this section.</b></p>
<b>5.14</b>	<b>Deployment and Workload of General Section:</b>
<b>5.14.1</b>	<p><b>Ch.OS =01, He is assigned to perform following work during his duty:</b></p> <ol style="list-style-type: none"> <li>1. There are two rooms at officers rest house at Ajmer station, where post of 04 Khalasi and 01 Sataiwala is sanctioned. Ch. OS is responsible for booking of these rooms as well assigning duties to staff there.</li> <li>2. Deployment of Man power and maintenance of T&amp;P items at administration block, board room, ladies room, officer's chamber of Loco Workshop.</li> <li>3. Up-keeping of Officer's (CWM, Dy.CME (Loco), WPO &amp; APO) Dak pad. Approximately 1100 Daks per months are received in the pad.</li> <li>4. To arrange necessary assistance on national festival days.</li> <li>5. To performed any other work assign by officer.</li> </ol>
<b>5.14.2</b>	<p><b>Sr. Clerk =01, He is assigned to perform following work during his duty:</b></p> <ol style="list-style-type: none"> <li>1. Updating leave records of 25 staff.</li> <li>2. Put up files to CWM, Dy CWM (LOCO), WPO and APO twice in day at 12.00 hours and at 16.00 hours. On an average 15 files per day are putup to officers.</li> </ol>

	<ol style="list-style-type: none"> <li>3. Making entries of HQ dak in register.</li> <li>4. Deploying group "D" staff. There are total 17 group "D" staff to deployed and managing leave reserve for these staff.</li> <li>5. Deploying staff for manning of ORH. Khalasi are deployed there in 03 shifts, 06.00 to 14.00 hours; 14.00 to 22.00 hours, 22.00 to 06.00 hours and LR/RG.</li> <li>6. Look after the maintenance of Board room. Doing Local purchase of items, approximately 05 times in a year.</li> <li>7. Doing correspondence for petty repairs of the items &amp; on miscellaneous subject.</li> </ol>
<b>5.14.3</b>	<p><b>Critical Analysis:</b></p> <p><b>In view of existing strength of the staff and activities being performed by the section. 02 staff have been considered justified to meet out with existing workload.</b></p>
<b>5.15</b>	<b>Deployment and Workload of WRS Section (Rolling stock Section):</b>
<b>5.15.1</b>	<p><b>OS=01 along with another OS for half day they are assigned to perform following work during his duty:</b></p> <ol style="list-style-type: none"> <li>1. Preparing monthly Proposal for condemnation. In the year 2018-19 to 130 proposals for condemnation of wagons were prepared and 06 are in progress &amp; Monday position of BG wagons. This weekly report is prepared in one page.</li> <li>2. Recovery of charges for maintenance of wagons owned by defense department. During the year 2016-17 total 168 wagons maintained in the workshop and in the year 2017-18 total 76 wagons were maintained thus with maintenance of these 244 military wagons an amount of 5.81 recovered from the defence department.</li> <li>3. Procession on line condemnation of BG goods wagons and doing needful correspondence with HQ office for approval of Dy CME.</li> <li>4. Issuing RSO and final disposal (C&amp;R) of condemned wagons.</li> <li>5. Verifying debits of POH/ROH of NWR wagons done.</li> <li>6. Doing miscellaneous correspondence regarding wagons.</li> <li>7. Doing entry in wagon master according to wagons of NWR added and subtracted online. Doing revision and preparing monthly statement. There are total 9468 wagons of NWR + 244 military wagons. As soon any new wagon is received or old wagons is condemn needful entries are required to made.</li> <li>8. Updating approximate 350 new wagons per annum received by NWR in wagon master register.</li> <li>9. Dealing with POH program of mobile stock. This activity is required to do once in a year.</li> <li>10. Preparing quarterly statement no. 11 and 12. Preparing S&amp; AO's age statement, 10-C &amp; annual statement 26 (B). On an average 3-4 days in a month are required to update the requisite entries for these statements.</li> <li>11. Preparing age statement (HQ) &amp; wagon place on line (Printing of booklet of NWR BG wagon).</li> <li>12. Replying to Audit Para and providing information desired under RTI Act. There was no pending Audit Para or case under RTI act.</li> <li>13. Allotment of condemn wagons for departmental use.</li> </ol>

	<p>14. Observing online position of wagons on daily basis.</p> <p>15. On line process of condemnation of wagon and interception certificate of wagon. After receiving approval, uploading it and issuing deletion certificate.</p> <p>16. Posting wagon &amp; Diesel received by WS in CRIS report.</p> <p>17. Monthly entries of TC for wagons POD in other workshop. After due verification amount is credited to the concern Railway. On an average approx 250 such wagons are dealt per month. This feeding took 3-4 days in a month. If POH is not verified then concern Railway is replied accordingly. 70 such cases have been replied and 31 cases of foreign railways are pending with us.</p>
<b>5.15.2</b>	<p><b>Critical Analysis:</b></p> <p><b>In view of existing strength of the staff and activities being performed by the section. 01 staff has been considered justified to meet out with existing workload.</b></p>
<b>5.16</b>	<b>Deployment and Workload of Drawing Section:</b>
<b>5.16.1</b>	<p><b>OS=01, He assists to WRS section for half day and in remaining half day he performs following work:</b></p> <ol style="list-style-type: none"> <li>1. Writing noting to process condemnation of BG Goods Wagons.</li> <li>2. Issuing letter for condemnation of BG Goods Wagons.</li> <li>3. Writing noting for issuing RSO/C&amp;R &amp; Issuing letter for RSO/C&amp;R.</li> <li>4. Preparing monthly statement of BG wagons for calculation of hours.</li> <li>5. Filing of all letters received by WRS section.</li> <li>6. Writing letters regarding training of employees and supervisors.</li> <li>7. Dealing with file regarding leave of drawing staff and preparing leave summary.</li> <li>8. Doing correspondence pertains to procuring heritage, indents, printing machines and stationary.</li> <li>9. Supervising maintenance of office and filing of Dak received.</li> <li>10. Preparing monthly muster roll &amp; Issuing pass/PTO to staff.</li> <li>11. Preparing demand letter for consumable item under head P-8.</li> </ol> <p>In absence of staff deputed at WRS section, looking after his work.</p>
<b>5.16.2</b>	<p><b>Critical Analysis:</b></p> <p><b>In view of existing strength of the staff and activities being performed by the section. 01 staff has been considered justified to meet out with existing workload.</b></p>
<b>5.17</b>	<b>Deployment and Workload of Welfare Section:</b>
<b>5.17.1</b>	<p><b>Ch. OS=01, He is assigned to perform following work during his duty:</b></p> <ol style="list-style-type: none"> <li>1. Distribution of various forms like for technical education or critical illness and processing these for SBF. On an average 250 such forms per year are processed by him.</li> <li>2. Arranging various camps and seminars in welfare of staff like-employee's camp, children's camp, women employee's camp, Divyang's camp. On an average 2-3 camps are being organized per year by the workshop.</li> <li>3. Budgeting of SBF fund. During the year 2018-19 a total sum of INR 56, 22,000/- received out of which expenditure of INR 5581848/- done to benefit</li> </ol>

	<p>the staff.</p> <ol style="list-style-type: none"> <li>Participating in various special events.</li> <li>Circulation of various office orders pertains to staff welfare.</li> <li>Receiving staff complaints and pensioner's complaint and ensuring their disposed off. During the year 2018-19 total 83 staff grievance and 60 grievances from pensioners received and disposed of.</li> <li>On an average 84 complaints per year are received on CPGRAM and 05 complaint per year on NIVARAN. These are required to dispose of in the period of 30 days.</li> <li>Other miscellaneous work as instructed by the Welfare Inspectors and higher officials are also performed.</li> </ol>
<b>5.17.2</b>	<p><b>Critical Analysis:</b></p> <p><b>In view of existing strength of the staff and activities being performed by the section. 01 staff has been considered justified to meet out with existing workload.</b></p>
<b>5.18</b>	<b>Deployment and Workload of Time Office:</b>
<b>5.18.1</b>	<p><b>Ch. OS=01, He is assigned to perform following work during his duty:</b></p> <ol style="list-style-type: none"> <li>Taking attendance of all staff working in shops, preparing its statement and sending it to Dy CME (loco). There are total 1009 staff is on roll. The punching time of the Artisan staff is 06.30 hrs, 08.00 hrs, 09.30 hrs, 13.00 hrs, 13.30 hrs, 17.00 hrs</li> <li>Once in a month feeding GA details in computer, taking out its prints and making needful correction if found any mistake during cross-verification.</li> <li>On 1st day of each month finalizing pay sheet. First pay sheet is generated on 21<sup>st</sup> of every month and final pay sheet is generated on 22<sup>nd</sup> of every month</li> <li>Receiving over time vouchers from time keeper, preparing its statement and sending it to salary bill section. This process is followed once every month.</li> <li>Sending absentee statement to the section.</li> <li>Sending diaries received from bookers to accounts department.</li> <li>Preparing statement of Ticket Staff and sending it to confidential section and General Section (loco).</li> <li>Preparing EW, DW and NI statements and sending it to accounts section.</li> <li>Doing needful entries in computer regarding promotion and transfer of staff.</li> <li>Preparing monthly statement TP-801 (Transfer and retirement of staff) and sending it to salary section.</li> <li>Performing any other work assigned by the higher official and ensuring in time disposal of work assigned to clerical staff of time section.</li> </ol>
<b>5.18.2</b>	<p><b>OS=08 &amp; 01 Clerk, They are designated as Time Keepers and Bookers. They assigned to perform following work during their duty:</b></p> <p><b>Works to be performed as Booker (03 staff):</b></p> <ol style="list-style-type: none"> <li>Performing works pertaining to Direct Workers incentive.</li> <li>Collecting Job cards from all section, doing entries in Diaries on L153 &amp; 154 and making entries of attendance from GA card into diaries.</li> </ol>

	<ol style="list-style-type: none"> <li>Calculating total work performed by staff on the card.</li> <li>After completion of Job Card sending it to Inspector for approval and sending it for approval of rate fixation.</li> <li>After approval of job cards from rate section, mentioning P-4 numbers and thereafter sending it accounts section.</li> <li>Preparing last job card on 18th of each month, preparing its statement and sending it to accounts department.</li> <li>Preparing new diaries as per requirement.</li> <li>On completion of diary preparing summary of these at the end of each month and sending it to accounts department.</li> <li>Taking attendance of all staff working in shops, preparing its analysis and sending it to Dy CME (loco).</li> <li>Disposal of all works pertains to Incentive of staff.</li> </ol> <p><b>Works to be performed as Time Keeper (06 staff):</b></p> <ol style="list-style-type: none"> <li>Marking attendance/absent/leave &amp; shift of staff in GA cards.</li> <li>Preparing leave summary on GA cards.</li> <li>Preparing gate passes and making its entry in GA cards.</li> <li>On receiving letter from SSE, closing token number of unauthorized absent staff and on receiving request of employee opening job card.</li> <li>Providing record of unauthorized absent during D&amp;AR inquiry against the staff.</li> <li>Performing work pertains to transferred and retired employees.</li> <li>Receiving working hours from SSE office and sending it o accounts department.</li> <li>Mentioning details of Gate Pass, leave, WOP, HL and HAL and calculating over time, night duty etc.</li> <li>Preparing GA list at the end of month and feeding its details in computer system &amp; preparing all statements concern to GA list.</li> <li>Preparing supervisors attendance letters and sending it to leave section.</li> <li>Processing to stop and reopen the salary.</li> <li>Completing process of GA card at the end of each month and sending it to leave section &amp; feeding GA details in computer once in a month.</li> </ol>
<b>5.18.3</b>	<p><b>Critical Analysis:</b></p> <p><b>Punching time for cards are 06.30 hrs to 08.00 hrs, 09.30 hrs, 13.00 hrs &amp; 13.30 hrs. to 17.00 hrs and break times are 08.00 hrs to 09.30 hrs &amp; 13.00 hrs to 13.30 hrs. Total number of cards in operation are 2500, which are being punched and processed by 03 bookers and 06 time keepers. Their activities are being monitored by the Ch. OS (In-charge) to ensure smooth working of the office. In view of the exiting workload the present strength of the section 01 Ch. OS, 08 OS and 01 Clerk is justified.</b></p>
<b>5.19</b>	<b>Deployment and Workload of LPO Section:</b>
<b>5.19.1</b>	<p><b>Ch. OS =01, He is assigned to perform following work during his duty:</b></p> <ol style="list-style-type: none"> <li>Writing noting for estimate on average 10 files per month.</li> <li>Preparing format and writing noting for quotation budgetary. Average 08 such</li> </ol>



	<p>cases per month are dealt.</p> <ol style="list-style-type: none"> <li>3. Processing or opening quotation 04-05 files per month.</li> <li>4. Releasing EMD and preparing pay order in 3 to 4 case per month.</li> <li>5. Doing 03 to 04 times communication with bank for verification of PG/BG.</li> <li>6. Writing noting for fund availability from budget on 08 to 10 cases per month.</li> <li>7. Writing noting and letter to consignee for bill verification in 08 to 10 case per month.</li> </ol>
<b>5.19.2</b>	<p><b>OS =03, He is assigned to perform following work during his duty:</b></p> <ol style="list-style-type: none"> <li>1. Work related to leave of approx. 60 employees. This includes Supervisors, Class IV and artisan staff.</li> <li>2. Prepared on duty passes. Total 150 Duty passes were issued in the period Jan'19 to May'19 i.e. Average 30 Duty passes per months are being issued.</li> <li>3. To keep record and correspondence to all employees regarding privilege passes.</li> <li>4. To collect and distribute all type of stationary which used in PCO office.</li> <li>5. Maintain approx. 150 working and 150 closed file used in technical (Mech.) work. This leads to average 10 letters per day.</li> <li>6. Maintain of T&amp;P books, work related to DS-8. There are total 100 items in T &amp; P register, which are inspected once in every two year and DS-8 of condemn items is prepared once in every year.</li> <li>7. To perform any other work assigned by officers.</li> </ol>
<b>5.19.3</b>	<p><b>Critical Analysis:</b></p> <p><b>The work being performed by Ch. OS is justified. However, work informed to be performed by 03 OS is less. This work can be performed by 02 staff with ease. Thus, 01 post of Ch. OS &amp; 02 posts of OS have been considered justified and 01 post of OS has been considered surplus and advised to surrender forthwith.</b></p>
<b>5.20</b>	<b>Deployment and Workload &amp; Wheel &amp; Bogies Shop:</b>
<b>5.20.1</b>	<p><b>OS=01, Sr. Clerk =01 &amp; Clerk=01 They are assigned to perform following work during their duty:</b></p> <ol style="list-style-type: none"> <li>1. Dealing with promotion, demotion and transfer of Supervisor and Artisan staff. There is total sanction strength of staff in wheel section is 71 and in bogie section is 73 out of which in wheel section 56 staff are on role and in bogie section 49 staff are on role.</li> <li>2. Organizing trade test 7 to 8 times in a year.</li> <li>3. Preparing leave summary of SSE, JE, Clerk and Artisan staff. The sanctioned strength of SSEs is 13 and JEs is 06 out of which 11 SSEs and 02 JEs are on role.</li> <li>4. Doing booking of night shift. On an average book 06 staff in wheel shop and 10 staff in bogies shop each week.</li> <li>5. Monthly updating cadre position.</li> <li>6. Dealing with confidential and other miscellaneous correspondence. Issuing on an average 02 warning letters per month.</li> <li>7. Doing correspondence pertains to medical matters. Dealing with average 10</li> </ol>



	<p>applications in a year.</p> <ol style="list-style-type: none"> <li>8. Dealing with on an average 10 cases per year related to retirement and settlement cases.</li> <li>9. Performing work related to stoppage of ticket. On an average 02 such cases per month are dealt.</li> <li>10. Dealing with average 05 case/year of honorarium, 20 cases/year of traveling allowance, 80 cases/year of child education allowance, 40 cases/year of leave encashment, 20 cases/year of scooter advance and computer advance.</li> <li>11. Doing average correspondence 20 per year for Rajbhasha, 30 per year for housekeeping, 15 per year for sports, 15 per year for roller bearing, 10 per year for ISO, 10 per year safety related, 20 per year for shop counseling, 1-2 per year for trade union, 05 per year for stationary and 20 per year machines related.</li> <li>12. Organizing UST &amp; CMT test and basic training for average 30 staff per month.</li> <li>13. Preparing monthly statement for incentive of supervisors and Artisan staff. On an average 08 such cases are dealt each month.</li> <li>14. Dealing with T&amp;P items and doing its condemnation of 20 items each month by preparing DS-8 form.</li> <li>15. Issuing on an average 50 work orders each month for wheel shop and 20 work orders each month for bogie shop.</li> <li>16. Dealing with green CO rating, innovation, cash purchase, MG Diesel ALCO, staff training, crane related matters and on duty. This leads to overall 20 correspondences each month.</li> <li>17. Maintaining half-yearly statement for chain testing and gauge calibration.</li> <li>18. Replying to audit related issues.</li> <li>19. Preparing annual statement of pressure gauge calibration and residential card pass.</li> <li>20. Dealing matter pertains to Railway Residence (15-20 case/year), maintenance of furniture and dealing with approx 100 officer's notes each year.</li> <li>21. Preparing monthly statement of machine's breakdown.</li> <li>22. Dealing with warranty claim EMD and warranty claim of BOXN. Doing 3 to 4 correspondence each month in this regards.</li> <li>23. Maintaining policy record and related correspondence.</li> <li>24. Doing on an average 200 correspondences related to store material, indent, BOXN wagon, MG wagon, reclaimed items, booth checking, TSO diesel RDSO, TSO wagon RDRS, MTO, MTO dispatch, welding, allowed time, election, modernization, CNC wheel lath, budget, RDSO. F class CTRB over hauling out source, CTRB, DMU and IRMP.</li> <li>25. Dealing with on an average 20 confidential reports and inspection report of EMD wheels each month.</li> </ol>
<b>5.20.2</b>	<p><b>Critical Analysis:</b></p> <p><b>In view of the above workload 02 numbers of staff has been considered justified. 01 staff has been considered surplus and advised to surrender forthwith.</b></p>
<b>5.21</b>	<b>Deployment and Workload of Wheel Rebuilding-I Shop:</b>

5.21.1	<p><b>OS=01, He is assigned to perform following work during his duty:</b></p> <ol style="list-style-type: none"> <li>1. Dealing with cadre, promotion, demotion and transfer of Supervisor and Artisan staff.</li> <li>2. Dealing with D&amp;AR, physical, ticket stock, honorarium, tuition fee, TA/Contingent, SBF, incentive scheme, railway quarters, retirement, final settlement, shift duty, safety &amp; accident, fire, safety clothes, stationary, identity card and miscellaneous matters.</li> <li>3. Doing correspondence for cash award and appreciation letter.</li> <li>4. Dealing with confidential report of staff.</li> <li>5. Arranging professional examination.</li> <li>6. Replying to audit report.</li> <li>7. Dealing with matters pertains to elections, Jaipur bank, JC bank, Canteen, sports, national day celebration, scouts, trade unions, Hindi Rajbhasha, Residential Pass, Card Pass, identity card, income-tax, theft cases, concern with fuel, ISO and shop council etc.</li> <li>8. Doing correspondence regarding ISO, for sparing to attend training in BTC, regarding wagon, regarding welding, regarding painting, regarding machine repair and work pertains to Swatch Bharat Abhiyan.</li> </ol>
5.21.2	<p><b>Critical Analysis:</b></p> <p><b>In view of existing strength of the staff and activities being performed by the section. 01 staff has been considered justified to meet out with existing workload.</b></p>
5.22	<p><b>Deployment and Workload Wheel Rebuilding-III Section:</b></p>
5.22.1	<p><b>Sr. Clerk =01, He is assigned to perform following work during his duty:</b></p> <ol style="list-style-type: none"> <li>1. Dealing with energy management system and maintaining policy in this regards.</li> <li>2. Dealing with cadre, promotion, demotion and transfer of Supervisor and Artisan staff.</li> <li>3. Dealing with festival advance, honorarium, and tuition fee, PF, TA/contingent, uniform and stationary.</li> <li>4. Doing correspondence regarding NUCK bolting machine &amp; AVDEL machine.</li> <li>5. Preparing Machine &amp; Plant report.</li> <li>6. Preparing leave summary of supervisor and clerical staff.</li> <li>7. Doing correspondence regarding professional examination.</li> <li>8. Doing correspondence at residence of employee in case of closing ticket number.</li> <li>9. Dealing with MRM minutes-ii and miscellaneous correspondence.</li> <li>10. Dealing with booking of night duty.</li> <li>11. Doing correspondence regarding indent, T&amp;P and M&amp;P. MG/BG, retirement, BOXN wagon, Railway quarters, trade unions, hard-cock &amp; fuel, notes of officers and training.</li> <li>12. Dealing with matters pertains to accident, IOD, safety committee, confidential report, D&amp;AR, audit inspection report, Rajbhasha and incentives.</li> </ol>

<b>5.22.2</b>	<p><b>Critical Analysis:</b></p> <p><b>In view of existing strength of the staff and activities being performed by the section. 01 staff has been considered justified to meet out with existing workload.</b></p>
<b>5.23</b>	<b>Deployment and Workload of Millwright Section:</b>
<b>5.23.1</b>	<p><b>OS =01, He is assigned to perform following work during his duty:</b></p> <ol style="list-style-type: none"> <li>1. Dealing with promotion, demotion and transfer of Artisan and Supervisor staff. There is total sanctioned strength of SSEs is 14 against which 15 are on roll, total sanctioned strength of Artisan staff is 187 against which 109 are on roll.</li> <li>2. Organizing trade test, twice in a year.</li> <li>3. Dealing with 'on duty', Home Guards and Territorial Army (One SSE), Disciplinary &amp; Authority Rules, EOT Crane, Union matters (3-4 matters/year), Hindi Rajbhasha, Accident, Condemnation report (10 to 12 per year), income tax (of more than 80 staff), incentive (of all staff), TA and contingent (08 to 10 bills each month), hydraulic air (5-6 letters/month) compressor, machinery, officer's note (08 to 10 per month), HQ meeting, award, retirements and zonal contracts.</li> <li>4. Doing booking of staff for performing work on national holiday. 20-25 staff is booked on Sunday and other holidays and 10 to 12 staff are booked in morning and night duty.</li> <li>5. Replying to audit reports. At present there was no pending audit report for reply.</li> <li>6. Receiving requisition for training of staff.</li> <li>7. Doing correspondence regarding quarters (total 40 units), Approx Annual Consumption material and ISO.</li> <li>8. Dealing with advances (20-25 cases every month), handing-taking over of charges, staff benefit fund, stationary, safety, cadre, fork lifters(14) and listers(19), truck (01), Diesel Oil (send 10-12 requisition in a year with approx annual consumption of 15,000/- liters), leave of Supervisors and Artisan staff (10-12 per day), vehicle, policy, calibration, RTI, outdoor agency, ISO training, training bases assessment, and green Co. rating.</li> </ol>
<b>5.23.2</b>	<p><b>Critical Analysis:</b></p> <p><b>In view of existing strength of the staff and activities being performed by the section. 01 staff has been considered justified to meet out with existing workload.</b></p>

<b>5.24</b>	<b>Deployment and Workload of Diesel Shop:</b>
<b>5.24.1</b>	<p><b>Ch. OS =01, He is assigned to perform following work during his duty:</b></p> <ol style="list-style-type: none"> <li>1. Supervision of staff working in Diesel Shop.</li> <li>2. Updating monthly cadre statement and section-wise cadre position.</li> <li>3. Dealing with promotion, demotion and transfer of Artisan and Supervisor staff. This includes implementation of the order, resumption and advice to all concern.</li> <li>4. Dealing with policy, pay fixation (average 20-25 case/month), union matters, D&amp;AR (5 to 7 Major penalty cases per year and 20-25 minor cases in a year dealt) and maintaining statistics for Hindi Rajbhasha as well arrange meetings for Rajbhasha.</li> <li>5. Replying to audit inspections once in a year and at present no audit report found pending with.</li> <li>6. Dealing with ISO internal audit, ISO master documents, master documents of SSE, approx 150 cases pertains to seniority and staff grievance all dealt in a year.</li> <li>7. Organizing medical check for staff after every six month.</li> <li>8. Preparing draft letters for miscellaneous applications received from staff.</li> <li>9. Checking all the files and letter and making counter signature over it.</li> <li>10. Training –of 5s, other development courses &amp; saksham.</li> </ol>
<b>5.24.2</b>	<p><b>OS =01, He is assigned to perform following work during his duty:</b></p> <ol style="list-style-type: none"> <li>1. Verification/Accepted MTO and adjustment memo. On an average 50 to 60 MTO and adjust memo are verified and accepted.</li> <li>2. Receiving material of home line.</li> <li>3. Coordination of Traction Motors Section.</li> <li>4. Sending Rail material of foreign line.</li> <li>5. Dealing with matters pertains to cash advances, leave summary, Pass/PTO, TA bill/contingent, diesel inspection note, outturn statistics, Union matters, man of the month award, shift duty, D&amp;AR, transfer, promotion and reversion of staff, BSNL &amp; Electric bills, cadre statement, ISO case, IOD, house-keeping, budget, shop council meeting and Gazette file etc.</li> </ol>
<b>5.24.3</b>	<p><b>OS =01, She is assigned to perform following work during her duty (DOR 30/062019)':</b></p> <ol style="list-style-type: none"> <li>1. Taking action on retirement, death etc cases. She helps to fill the booklet of final settlement. On an average 25-30 cases of retirement per annum are dealt by her.</li> <li>2. Performing work related to trade test of 500 Artisan staffs of 60 different trades. It is a regular nature of work, which is required to perform with regular interval of period as and when required.</li> <li>3. Preparing gate pass for material and retainable material. Average 5 to 7 gate passes per day are issued.</li> <li>4. Dealing with TA/contingent, SBF, family welfare, safety training, Railway quarters, Award, sick memo, family medical card, paternity leave, maternity</li> </ol>

	<p>leave, encashment of leave, education allowance and other miscellaneous matter. She required dealing with occupancy and vacancy of 150 Railway quarters. On an average 2-3 sick memos are received each week.</p> <ol style="list-style-type: none"> <li>5. Verification of tender bills. 1-2 bills are dealt each month.</li> <li>6. Helping in up keeping of office.</li> <li>7. Doing registration of average 10-15 inward and outward letter per day.</li> </ol>
<b>5.24.4</b>	<p><b>OS =01, He is assigned to perform following work during his duty:</b></p> <ol style="list-style-type: none"> <li>1. Preparing daily leave summary of supervisors and clerical cadre.</li> <li>2. Preparing daily absentee statement and leave summary of Artisan staff.</li> <li>3. Dealing with unauthorized absent, special CL, PF advance (3-4 cases per day), verification of JP/JC bank forms (1-2 cases per day), Income tax, medical facilities to staff (10 cases per month), organizing camp (medical &amp; welfare camps) and other miscellaneous work.</li> <li>4. Distribution of monthly salary slips to 500 employees.</li> <li>5. Ensuring filling of confidential reports of staff from 25 different sections, giving remarks on these confidential reports and putting up for signature of officer. This activity is required to perform once in a year.</li> <li>6. Up-keeping of office record.</li> <li>7. Filling up forms for final settlement of the staff is going to retire in near future.</li> <li>8. Helping staff in filling up pass, PTO (08-10 per day) and leave application (40-50 per day).</li> <li>9. Up-keeping of attendance register.</li> <li>10. Distribution of stationary to different sections.</li> <li>11. Any other works assigned by the higher officials.</li> </ol>
<b>5.24.5</b>	<p><b>OS =01, He is assigned to perform following work during his duty:</b></p> <ol style="list-style-type: none"> <li>1. Performing work related to booking of staff on Sunday, in night duty and in other shift. On an average 70-75 staff is daily booked to perform additional task.</li> <li>2. Receiving stationary and distributing it in the sections.</li> <li>3. Dealing with computer advance, PF advance and other advance (2.3 cases per day) and TA/contingent (50-60 cases per month).</li> <li>4. Preparing accident report and sending staff to hospital for treatment. Average 01 case in a quarter.</li> <li>5. Doing correspondence pertains to elections.</li> <li>6. Doing correspondence regarding techniques and regarding shop. On an average 2-3 letters per day are written.</li> <li>7. Organizing monthly safety meeting and other related work.</li> <li>8. Organizing monthly shop counseling meeting and related work.</li> <li>9. Performing punching duty and doing related work.</li> <li>10. Informing office order to all the 25 sections.</li> <li>11. Dealing with scholarship for higher education, pass/PTO, medical and other</li> </ol>

	<p>camps to facilitate staff and dispatch of Dak.</p> <p>12. Any other work assigned by higher officials.</p>
<b>5.24.6</b>	<p><b>Ch. OS =01, He is assigned to perform following work during his duty:</b></p> <ol style="list-style-type: none"> <li>1. Deals with bill related to DEMO and Diesel Engine section.</li> <li>2. Deals with union items and RTI cases.</li> <li>3. Deals with cash imprest.</li> </ol>
<b>5.24.7</b>	<p><b>Clerk =01, He is assigned to perform following work during his duty:</b></p> <ol style="list-style-type: none"> <li>1. Receipt and dispatch of Dak for WM (DSL) office. On average 20-25 daks each day are received and dispatched.</li> <li>2. Deals with material 60 to 70 case of material procurement each month.</li> <li>3. Record keeping of 78 files.</li> <li>4. Any other work assigned by higher officials</li> </ol>
<b>5.24.8</b>	<p><b>Critical Analysis:</b></p> <p><b>It can easily observe that there is less work with the person working in receipt-dispatch and similarly viewing the quantum of work posts mentioned in Para 5.25.2 and in Para 5.25.6 can be merged. Thus, out of 07 posts for the section 05 posts have been considered justified and 02 posts have been considered surplus.</b></p>
<b>5.25</b>	<b>Deployment and Workload &amp; AWM/R:</b>
<b>5.25.1</b>	<p><b>OS =01, He is assigned to perform following work during his duty:</b></p> <ol style="list-style-type: none"> <li>1. Dealing with matters pertains to leave, union, policy, IOD, Ticket Stop, trade test, PCD, Rajbhasha, National Rail Museum, ISO manual, men of the month and wagon waiting for POH.</li> <li>2. Preparing absentee statement of self.</li> <li>3. Receipt and dispatch of Dak addressed to AWM.</li> <li>4. Preparing attendance register of 54 staff working in AWM unit.</li> <li>5. Correspondence related to Trade Test. On an average 2-3 letters each month are written in this regard.</li> <li>6. Filing work related to wagons. Average 06-07 document are filed each day.</li> <li>7. Doing correspondence related to Rajbhasha.</li> <li>8. Dispatch of outturn statements to other Railways.</li> <li>9. Correspondence regarding stop of ticket. On an average 2-3 such cases in a month are dealt.</li> <li>10. Maintenance of IOH manual.</li> <li>11. Correspondence regarding promotion and transfer of staff. On an average 4-5 cases per annum are dealt.</li> <li>12. Receiving stationary and distributing it to AWM/R and SSE (Schedule).</li> <li>13. Doing miscellaneous correspondence.</li> </ol>

<b>5.25.2</b>	<p><b>Critical Analysis:</b></p> <p><b>In view of existing strength of the staff and activities being performed by the section. 01 staff has been considered justified to meet out with existing workload.</b></p>
<b>5.26</b>	<b>Deployment and Workload of Ancillary Cell:</b>
<b>5.26.1</b>	<p><b>OS =01, He is assigned to perform following work during his duty:</b></p> <ol style="list-style-type: none"> <li>1. Receipt and dispatch of 10 to 12 letter each day.</li> <li>2. Cross check the attendance send by Section In charge with absent informed by time office twice in a day.</li> <li>3. Once in a month preparing annexure.</li> <li>4. Doing weekly correspondences for night duty, shift booking and Sunday booking.</li> <li>5. Doing correspondences related to promotion and transfer of staff. 08-10 such cases per year are dealt.</li> <li>6. Monthly updating cadre.</li> <li>7. Helping staff in filling retirement file.6 to 7 such cases in a year are dealt.</li> <li>8. Preparing monthly leave summary of Artisan, ministerial and supervisor staff.</li> <li>9. Preparing reply for quarterly inspection of safety committee and shop counseling.</li> <li>10. Doing correspondence in IOD case as and when required.</li> <li>11. Doing correspondence for training of staff, for trade test and for closing of ticket. On an average 35 to 40 such correspondence in a year are dealt</li> <li>12. Replying to HQ and other departments. On an average 10-12 letters per month are replied.</li> </ol>
<b>5.26.2</b>	<p><b>Critical Analysis:</b></p> <p><b>In view of existing strength of the staff and activities being performed by the section. 01 staff has been considered justified to meet out with existing workload.</b></p>
<b>5.27</b>	<b>Deployment and Workload of Wheel Rebuilding-II Section:</b>
<b>5.27.1</b>	<p><b>OS =01, He is assigned to perform following work during his duty:</b></p> <ol style="list-style-type: none"> <li>1. Once in a month updating cadre position.</li> <li>2. Deals with promotion and transfer of Supervisors, Ministerial and Aritsan staff. On an average 30 such cases are dealt per year.</li> <li>3. Deals with D&amp;AR and stop tickets. Average 8 to 10 cases per year are dealt.</li> <li>4. Prepare leave summary of supervisor, ministerial and artisan staff, 05 times in a month.</li> <li>5. Prepare monthly summary of allowances, tuition fees, TA, contingent and SBF.</li> <li>6. Doing 2-3 correspondence/year in matters pertains to Railway Quarters.</li> <li>7. Deals with retirement and final settlement of the staff. On an average 10 such cases are dealt each year.</li> <li>8. Booking staff for shift duty each week.</li> <li>9. Doing correspondence regarding training of staff. On an average 10 letters in</li> </ol>

	<p>a year are issued.</p> <ol style="list-style-type: none"> <li>10. Preparing annexure each month for incentive of staff.</li> <li>11. Deals with IOD report. As and when required.</li> <li>12. Distribution of protective garments, stationary and I-card once in every six month.</li> <li>13. Doing 10-15 miscellaneous correspondence each month.</li> <li>14. Deals with cash prize, appreciation letter and certificate.</li> <li>15. Preparing annual summary of confidential report.</li> <li>16. Deals with Audit report.</li> <li>17. Correspondence in reference to various elections.</li> <li>18. Deals with sports, National Day and scouts &amp; guides.</li> <li>19. Deals with union matters and Rajbhasha.</li> <li>20. Issue all kind of passes and ID cards.</li> <li>21. Correspondence related to Income tax.</li> <li>22. Deals with shop counseling, theft &amp; loss cases, Engineering works and fuel.</li> <li>23. Do correspondence related to ISO, BTC training, RDSO and Railway Board's policy.</li> <li>24. Do correspondence related to wagon maintenance like welding, painting etc.</li> <li>25. Do correspondence for machine repair and matter related to SWACH RAIL SWACH BHARAT.</li> </ol>
<b>5.27.2</b>	<p><b>Critical Analysis:</b></p> <p><b>In view of existing strength of the staff and activities being performed by the section. 01 staff has been considered justified to meet out with existing workload.</b></p>
<b>5.28</b>	<b>Deployment and Workload of Basic Training Center:</b>
<b>5.28.1</b>	<p><b>OS =01, He is assigned to perform following work during his duty:</b></p> <ol style="list-style-type: none"> <li>1. Marking absent and present of staff twice in a day and closing muster roll.</li> <li>2. Fortnightly preparing leave summary of the staff.</li> <li>3. On an average 70-80 correspondence each month are done for STC.</li> <li>4. Correspondences for vocational training, union matters, T&amp;P items, stationary, police verification, leave summary, special training, Rajbhasha, RTI and other miscellaneous subjects.</li> <li>5. Forwarding Approximately 10 Pass/ PTO applications.</li> <li>6. Deals 4-5 DAR cases &amp; 25 posting orders per year.</li> <li>7. Deals 25 to 30 new appointments per year &amp; TA bills and T&amp;P items</li> <li>8. Manage 60 outside trainees per year.</li> <li>9. Deals with training and result of trade apprentices (Act 1961).</li> <li>10. Issuing letters for allotment of department and designation.</li> <li>11. Any other work assigned by the higher officials.</li> </ol>
<b>5.28.2</b>	<b>Critical Analysis:</b>



	<b>On an average 15-25 letters per day are written which leads to effective working of 06 hours. In view of the workload with the staff this 01 post is justified at Basic Training Center.</b>
<b>5.29</b>	<b>Deployment and Workload of XEN Office:</b>
<b>5.29.1</b>	<p><b>OS =01, He is assigned to perform following work during his duty:</b></p> <ol style="list-style-type: none"> <li>1. Disposal and reply of the 10 Dak per day received by engineering department of the Workshop.</li> <li>2. Issuing Tender and uploading it on IREPS (14 tenders in the year of 2018-19).</li> <li>3. Ensuring accounts vetting for tender documents.</li> <li>4. Issuing letter of acceptance to successful tenderers.</li> <li>5. Doing work related to earnest money and performance guarantee.</li> <li>6. Ensuring implementation of in-time agreement with renderer.</li> <li>7. Verifying details of Measurement Book.</li> <li>8. Preparing 100 bills in the year of 2018-19 in accordance to description of work mentioned in Measurement Book.</li> <li>9. After acceptance of bill sending it to accounts department.</li> <li>10. Taking action to release Security Deposit and Performance Guarantee.</li> <li>11. Doing needful correspondence with the contractor (apprix.5 per day).</li> <li>12. Process for termination of the contract.</li> <li>13. Other works related to tender.</li> </ol>
<b>5.29.2</b>	<p><b>Critical Analysis:</b></p> <p><b>In view of existing strength of the staff and activities being performed by the section. 01 staff has been considered justified to meet out with existing workload.</b></p>
<b>5.30</b>	<b>Deployment and Workload of Yard staff:</b>
<b>5.30.1</b>	<p><b>OS =01, He is assigned to perform following work during his duty:</b></p> <ol style="list-style-type: none"> <li>1. Deals with promotion, demotion and transfer of Artisan Staff, Ministerial staff and Supervisors. ( 25 staff+ 04 Larry drivers+ 02 Diesel driver and 10 shunting staff)</li> <li>2. Doing 1-2 correspondence per month for ticket stop.</li> <li>3. Doing shift booking of staff and Organize trade test.</li> <li>4. Deals with accident reports and matter concern with safety committee meeting.</li> <li>5. Prepares monthly leave summary of artisan staff.</li> <li>6. Processing of 20-22 tuition fees forms per year, overtime allowance, travelling allowance and other allowances.</li> <li>7. Correspondence for weekly meeting of machine &amp; plants, union matters, T&amp;P items, stationary, uniform, training of staff, fire extinguisher equipments and other 8 to 10 per month miscellaneous matters.</li> <li>8. Preparing leave summary, theft report and cadre position.</li> <li>9. Deals with D&amp;AR cases and policy related matters.</li> </ol>

<b>5.30.2</b>	<b>Critical Analysis:</b> <b>In view of existing strength of the staff and activities being performed by the section. 01 staff has been considered justified to meet out with existing workload.</b>
<b>5.31</b>	<b>Deployment and Workload of WM/DSL Cell:</b>
<b>5.31.1</b>	<b>Ch. OS =01, He is assigned to perform following work during his duty:</b> <ol style="list-style-type: none"> <li>1. All work related to WM/DSL section is doing by him. Like- Replying to concerned officers and sections. Deals with procurement cases and other technical &amp; official work.</li> </ol>
<b>5.32</b>	<b>Deployment and Workload of Union Cell:</b>
<b>5.32.1</b>	<b>Ch. OS =01, He is assigned to perform following work during his duty:</b> <ol style="list-style-type: none"> <li>2. Supervision of union cell.</li> <li>3. Performing all work related to GM PNM with UPRMS. 04 GM PNMs are organized in a year.</li> <li>4. Replying to memorandum handed over by union to Railway Board's officers.</li> <li>5. Performing all work related to PNM at CWM level with UPRMS. 06 PNMs at CWM level are organized in a year.</li> <li>6. Disposal of issues raised by both authorized unions at Railway Board level.</li> <li>7. Making arrangement to conduct elections in unions.</li> <li>8. Taking action on the letters received from UPRMS. On an average 200 such letters are received in a year.</li> <li>9. Opening loose files for items raised by UPRMS in PNM.</li> <li>10. Performing all related work assigned by the higher officials.</li> <li>11. Assisting Personnel officer in meeting at HQ level and taking action on the agenda.</li> </ol>
<b>5.32.2</b>	<b>OS =01, He is assigned to perform following work during his duty:</b> <ol style="list-style-type: none"> <li>1. Performing all work related to GM PNM with NWREU. 04 GM PNMs are organized in a year.</li> <li>2. Replying to memorandum handed over by union to Railway Board's officers.</li> <li>3. Performing all work related to PNM at CWM level with NWREU. 06 PNMs at CWM level are organized in a year.</li> <li>4. Disposal of issues raised by both authorized unions at Railway Board level.</li> <li>5. Deals with RTI cases &amp; establishment related matters.</li> <li>6. Making arrangement to conduct elections in unions.</li> <li>7. Taking action on the letters received from NWREU. On an average 200 such letters are received in a year.</li> <li>8. Opening loose files for items raised by NWREU in PNM.</li> <li>9. Performing all related work assigned by the higher officials.</li> <li>10. Receipt of Dak of Union Cell, putting it to the higher official and doing disposal as per instruction of the officers.</li> <li>11. Providing Data every month for PCDO.</li> </ol>

<b>5.32.3</b>	<b>Critical Analysis:</b>  <b>In view of existing strength of the staff and activities being performed by the section. 02 staff has been considered justified to meet out with existing workload.</b>
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#### 6.1 Section-wise Requirement of staff:

Sr. No.	Section	Ch.OS	OS	Sr. Clerk	Jr. Clerk	Total
<b>CHAPTER 6</b>		<b>SECTIONWISE REQUIRMENT OF STAFF</b>				
2.	Establishment -II	1	2	1	0	4
3.	Leave	0	1	1	1	3
4.	Establishment -III (Service Sheet)	0	2	0	0	2
5.	Settlement	1	1	1	0	3
6.	Establishment -IV (Policy)	1	1	1	1	4
7.	Pass	1	1	1	0	3
8.	DAR	0	2	0	0	2
9.	WPS/ NPS	1	2	1	1	5
10.	Loco General	1	2	1	0	4
11.	Budget	0	2	0	0	2
12.	RTI	1	0	0	0	1
13.	Coordination/ Samadhan	0	0	0	0	0
14.	General Sec.	1	1	0	0	2
15.	WRS	0	1	0	0	1
16.	Drawing	0	1	0	0	1
17.	Welfare	0	1	0	0	1
18.	Time office	1	4	1	4	10
19.	LPO	1	1	1	0	3
20.	Wheel & Bogies Shop	0	1	0	1	2
21.	Wheel Rebuilding-I	0	1	0	0	1
22.	Wheel Rebuilding-III	0	1	0	0	1
23.	Millwright Section	0	1	0	0	1
24.	Diesel Shop	1	2	1	1	5
25.	AWM/R	0	1	0	0	1
26.	Ancillary Shop	0	1	0	0	1
27.	Wheel Rebuilding-II	0	1	0	0	1
28.	BTC	1	0	0	0	1
29.	XEN	0	1	0	0	1
30.	Yard	0	1	0	0	1
31.	WM/DSL	1	0	0	0	1
32.	Union	0	2	0	0	2
<b>Total</b>		<b>14</b>	<b>40</b>	<b>11</b>	<b>10</b>	<b>75</b>

#### 6.2 Summary of Projected Surplus Posts of Staff:

Sr. No.	Designation	G. Pay	SS	OR	Vac.	Proposed	Surplus
1.	Ch.OS	4600	24	22	2	14	10
2.	OS	4200	62	58	4	40	22
3.	Sr.Clerk	2800	19	8	11	11	8
4.	jr.Clerk	1900	12	2	10	10	2
<b>Total</b>			<b>117</b>	<b>90</b>	<b>27</b>	<b>75</b>	<b>42</b>

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

**7.1 Recommendations No.-1:**

After introduction of computer systems and various software in day to day office working. This has reduced the manual efforts in office working drastically. At the very same time due to introduction of new technologies and outsourcing of work, the number of staff to whom office have to cater has also reduced. Thus the workload of office staff has reduced by two fold. On analysis of the workload assigned to staff, it has been observed that total 75 ministerial staff (14 Ch. OS, 40 OS, 11 Sr. Clerks & 10 Jr. Clerks) have been considered sufficient to meet out with the existing workload.

The sanctioned strength of Ministerial staff is 117 posts (Ch. OS-24, OS-62, Sr. Clerk-19 & Jr. Clerk -12) out of which 42 (27 vacant) posts of Ministerial staff (10 Ch.OS, 22 OS, 8 Sr. Clerk & 02 Jr. Clerk) has been considered surplus and advised to surrender forthwith.

**7.2 Recommendations No.-2:**

Alternative electronic method may be adopted for card punching and other related work of time office. This will further help to reduce the workload of time office and will release additional man power. It is being advised that possibility of centralizing the punching booths must be explored. It has been advised by the working staff of time office to place this punching booths at both entries of the workshop in accordance with the geographical locations of shops. This will help to monitor these machines these booths in much better manner.

**7.3 Recommendation No.-3:**

The furniture is being used in the office is of very old type and there is no proper storage for running files is provided with, due to which most of the running files are being stacked over the table and affecting smooth functioning of day to day office work. It is recommended to introduce modular furniture with storage facility. This will definitely going to improve the work environment of the office.

**7.4 Recommendation No.- 4:**

It has been observed that there is no adequate number of computers. One or two computers are provided in a section due to which waiting time to perform work through it is very high. Along with other supporting documents like printers, scanners etc are also too old, due to which desired performance of the work cannot be achieved. Thus, it is advised to provide computer system at each work station and desired number of latest printers and scanner may also supplies to get the desired level of working. This is further going to help in smooth implementation of e-office.

**7.5 Recommendation No.- 5:**

Very frequent network failure has been observed, it is causing inconvenience in fetching the desired information for work, resulting into undue delay in performing work. Thus, it is advised that the network provided in the office may also be revived

to ensure smooth functioning of the network so that undue delay in working can be avoided.

#### **7.6 Recommendation No.- 6:**

Wheel & bogie section has informed to deal with 82 files. It is found that 82 files in different heads are available in wheel and bogie section. It has been observed that no requirement of these large number of subjects to open the files. Very few occasional activities took place in these files. Such files occupy the work place and also cause difficulty in tracing.

A study was carried out and found that files of various subjects are opened which have very rare correspondence through out the year. Thus, advised to merge the subjects of files under one head. Incharge of Wheel & Bogie during the discussion has agreed upon to merge 15 such subjects in different heads and also assured to further explore the possibility of merging subjects under one head to improve the office working and to save the space and stationary. Thus, it is advised to merge certain subject under one major head all sections and shops over workshop. This will help to streamline the working of office.

#### **7.7 Recommendation No.-7:**

It has been observed that some shops and section have small cadre of staff. The deployment ministerial staff to manage their work but they have not been justified workload. Therefore, it is advised that some section and shops may be merged with each other to save manpower and other requirements. The following sections and shops may be merged:

7.7.1 Loco General and General section.

7.7.2 Leave section and Service sheet section.

7.7.3 Shop No.01 and 03,

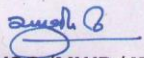
7.7.4 Shop no. 05 and 07.

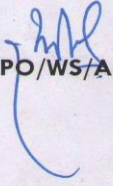
The possibility of merging of cadre of shops with less number of man power may further be explored.

**7.1 Minutes of meeting held between AWSO/HQ/NWR with WPO/WS/All on 22.08.2019 :**

1. The recommendations of Work Study Reports were briefed to WPO/WS/All by AWSO.
2. It has been informed that the Work Study was carried out on the basis of actual workload received from individual and time taken thereof.
3. It has been observed that 75 ministerial staff is sufficient to meet out with existing workload.
4. Thus, in the sanctioned cadre of 117 staff, 42 staff (27 vacant) has been considered surplus and advised to surrender forthwith.
5. Certain recommendation to improve the condition of workplace and workculture were also briefed during the meeting.

Work study team is advised that the recommendations of the Work Study Report may be implemented and ensure to surrender the 42 posts (27 vacant) of ministerial staff immediately.

  
AWSO/NWR/JP

  
WPO/WS/All

With the proposal for surrender of **42 Posts** of Ministerial staff of Ajmer Loco Workshop. The recurring savings per annum in money value amount is given as below:-

Sr. No.	Designation	Pay Matrix		Mean Pay	DA 12%	Total Pay	Identified Surplus posts	Saving/ month (Rs.)	Saving/ year (Rs.)
1.	Ch.OS	44900	142400	93650	11238	<b>104888</b>	10	1048880	12586560
2.	OS	35400	112400	73900	8868	<b>82768</b>	22	1820896	21850752
3.	Sr. Clerk	29200	92300	60750	7290	<b>68040</b>	8	544320	6531840
4.	Jr.Clerk	19900	63200	41550	4986	<b>46536</b>	2	93072	1116864
<b>Total</b>							<b>42</b>	<b>3507168</b>	<b>42086016</b>

Total recurring savings of **42 surplus posts** is **Rs.420.86 lakhs per annum** approximately.