



**OPTIMIZATION & INCREASING EFFICIENCY
OF
MINISTERIAL STAFF WORKING AT CARRIAGE WORKSHOP
AJMER
(G/HQ/WS/463/23/Minst./Mech./AII (C)/2018-19)**

GUIDED BY

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**WORK STUDY ORGANIZATION
NORTH WESTERN RAILWAY
JAIPUR**

EXECUTIVE SUMMARY

Sr. No.	23
Study No.	G/HQ/WS/463/23/Minst./Mech./AII (C)/2018-19
Subject	Optimization and increasing efficiency of Ministerial Staff working at Carriage Workshop, Ajmer.
Area	Ajmer Carriage Workshop
Division	Ajmer
Department	Mechanical
Terms of Reference	Assessment of Man Power requirement
Present Cadre	Sanctioned Staff = 128 On Roll Staff = 84 Vacancies = 44
Proposed Cadre	75
Projected Surplus Man Power	53
Total No. of Recommendations	07
Financial Implication	538.88 lac. Per annum
Month of Circulation	Nov.' 2019

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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 Carriage Workshop, Ajmer.

CHAPTER 2	ACKNOWLEDGEMENT
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- 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 P. K. Joshi, APO/Carriage, and Smt. Gayatri Park, Ch.OS/Establishment & Sh. Ashok Sharma Ch.OS / Establishment and other all staff. 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:-

Carriage Workshop and CWM office, Ajmer.

CHAPTER-3	CADRE POSITION
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7 th CPC Pay Matrix / Designation		44900-142400 Ch. OS		35400-112400 OS		29200-92300 Sr. Clerk		19900-63200 Jr. Clerk		Total Sanctioned	On Roll
Grade Pay		4600		4200		2800		1900			
Sr. No.	Deptt.	SS	OR	SS	OR	SS	OR	SS	OR		
1.	E-sec	12	12	26	09	02	04	0	0	40	25
2	WPS & Leave	05	04	07	08	04	01	0	0	16	13
3	CRS	02	02	03	02	0	0	01	0	06	04
4	CG	02	02	03	02	0	0	01	0	06	04
5	Budget	01	01	01	0	0	0	01	0	03	01
6	CMT H/T	0	0	01	01	0	0	0	0	01	01
7	CTO	01	01	15	10	05	03	01	0	22	14
8	CPO	01	01	02	04	0	0	03	0	06	05
9	Deptt.22	0	0	02	03	01	0	01	0	04	03
10	Deptt.25	0	0	01	01	0	0	01	0	02	01
11	Deptt.26	0	0	02	02	0	0	01	0	03	02
12	Deptt.28	0	0	03	03	01	0	01	0	05	03
13	Deptt.29	0	0	01	01	01	0	0	0	02	01
14	Deptt.30	0	0	01	01	01	0	0	0	02	01
15	Deptt.31	0	0	01	01	01	0	0	0	02	01

16	Deptt.33& 34	0	0	01	01	01	0	0	0	02	01
17	BTC/Drg.	0	0	0	0	01	0	0	0	01	0
18	Typist	01	0	04	04	0	0	0	0	05	04
Total		25	23	74	53	18	08	11	0	128	84

CHAPTER 4	List of employees going to retard up to Dec.' 2020
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S. No.	PF No.	Name of Employee	Designation	DOR
1.	18954534	Sh.Hajari Lal Meena	OS	31.12.2019
2.	18921905	Ram Kishan Gujar	Ch. OS	31.012020
3.	18928997	Ramesh Chand	Ch. OS	31.03.2020
4.	18953530	Ram Kishan Meena	Ch. OS	31.08.2020
5.	18923150	Gayatri Park	Ch. OS	30.11.2020
6.	18993321	John Lobo	Ch. OS	30.11.2020

CHAPTER 5	Deployment, Workload & Critical Analysis

5.0	Deployment, Workload & Critical Analysis :
5.1	Establishment Section-I:
	Deployment & Workload
5.1.1	<p>Ch OS=1, She is assigned to perform following work during his duty):</p> <ol style="list-style-type: none"> 1. She is over all in-charge of the section. (PRT, Policy, Service sheet, Receipt & dispatch and settlement). 2. Do supervision of all the files dealt in the section. 3. Mark received letter to concern dealers and give them needful instructions for in time disposal. 4. Monitor the performance of individual staff and pay attention to improve the performance of individual. 5. 6. Ensure obey of instructions received from the officers. 7. Do needful correction in the files/letters/positions, if required. 8. Perform any other work assigned by the higher officials. <p>Critical Analysis:</p> <p>In view of existing strength of the staff and activities being performed by above para 5.1.1 01 staff has been considered sufficient to meet out with existing workload.</p>
5.1.2	Establishment (PRT & Service Sheet)Section-:
5.1.2.1	Deployment & Workload of PRT section:

5.1.2.1.1	<p>OS=1, He is assigned to perform following work during his duty:</p> <ol style="list-style-type: none"> 1. Doing correspondence related for PRT of Fitter Trade, Welder, Mechanist and Painter. 2. Doing correspondence for arranging suitability/trade test of Fitter, Welder, Mechanist and Painter. 3. Doing needful activity for Vetting of Cadre. 4. Dealing with 'on request' and 'mutual' transfer of group "C" staff. 5. Maintaining roster register of above trade. 6. Issuing notification related to UR, death, medically unfit cases (15-20 case/ year). 7. Dealing with correspondence related to Trade Unions, Associations, RTI, HQ office, Rly. Board, Employee Grievance Cell. 8. Issuing seniority list of fitter & carriage khalasi. Performs the mentioned activities for Fitter Trade, Welder, Mechanist and Painter. 9. The existing strength for technical staff is 700 & Khalasi is 373 i.e. deals with total 1073 sanctioned strength of staff.
5.1.2.1.2	<p>Ch OS=1, he is assigned to perform following work during his duty):</p> <ol style="list-style-type: none"> 1. Dealing with PRT related work of supervisors staff (SS-236 OR 206). 2. Process of generating demand letters of direct recruitment took two day each time i.e. total 04 days are consumed in this activity. 3. The appointment process includes verification of documents, attestation of documents, DOB verification, medical and police verification etc. 4. Once in a year process for promotion of JE under 25% ranker quota initiated, this includes Penal Approval and finalization of trade. 5. Process for promotion, demotion and transfer is initiated once in a year. 6. Cadre position of SSEs and JEs of carriage workshop is required to update every month to send in PCDO. 7. There is sanctioned cadre of 236 out of which 206 are on roll. 8. Provides requisite information every month for PCDO. 9. On an average 03-04 cases per annum are received for providing information under RTI Act-2005. 10. As and when receive the result of direct recruitment, circulates it to all concern. 11. On an average 2-3 audit para are received every year and replied. Presently there was no audit para pending for reply. 12. Preparing statements reflecting vacancy, cadre selection, calendar etc. requires updating with regular interval.
5.1.2.1.3	<p>OS=1, He is assigned to perform following work during his duty:</p> <ol style="list-style-type: none"> 1. Doing correspondence related for PRT of Fitter Trade, Welder, Mechanist and Painter. 2. Doing correspondence for arranging suitability/trade test of Fitter, Welder, Mechanist and Painter. 3. Doing needful activity for Vetting of Cadre. 4. Dealing with 'on request' and 'mutual' transfer of group "C" staff. 5. Maintaining roster register of above trade. 6. Issuing notification related to UR, death, medically unfit cases (15-20 case/ year).

	<p>7. Dealing with correspondence related to Trade Unions, Associations, RTI, HQ office, Rly. Board, Employee Grievance Cell.</p> <p>8. Issuing seniority list of fitter & carriage khalasi.</p> <p>9. Performs the mentioned activities for Fitter Trade- MCF -417, Gr.-I - 818, Gr. II- 128, Gr.-III – 180 total 1600 sanctioned strength of staff.</p>
5.1.2.1.4	<p>OS=1, He is assigned to perform following work during his duty:</p> <ol style="list-style-type: none"> 1. Perform the mentioned activities for Fitter Millwright, Crain Drivers, Motor Lorry Drivers, Shunting Master, Shunting Porters, Store kipper and Khalasi. 2. Doing correspondence for arranging suitability/trade test of above cadre. 3. Doing needful activity for Vetting of Cadre. 4. Dealing with 'on request' and 'mutual' transfer of staff. 5. Maintaining roster register of above trade. 6. Issuing notification related to UR, death, medically unfit cases. 7. Dealing with correspondence related to Trade Unions, Associations, RTI, HQ office, Rly. Board, Employee Grievance Cell.
5.1.2.1.5	<p>OS=1, He is assigned to perform following work during his duty:</p> <ol style="list-style-type: none"> 1. Doing PRT related work for CMT organization over NWR. 2. Total sanction strength of CMT organization is 106. 12 CMT laboratories established over NWR. 3. Doing correspondence & transfer in-regarding service sheet of CMT employee. 4. Yearly process of generating demand letters of direct recruitment for 28 posts. 5. Doing work regarding photographer selection & gazette officers selection. 6. Doing work regarding training of CMA 7. Doing needful activity for Vetting of Cadre. 8. Dealing with 'on request' and 'mutual' transfer of staff. 9. Maintaining roster register of CMT organization. 10. Issuing notification related to UR, death, medically unfit cases (15-20 case/ year). 11. Dealing with correspondence related to Trade Unions, Associations, RTI, HQ office, Rly. Board, Employee Grievance Cell. 12. Issuing seniority list of CMT organization.
5.1.2.2	<p>Deployment and Workload of Service Sheet Section:</p>
	<p>Ch. OS =2 & OS=2 They are assigned to perform following work during his duty:</p> <ol style="list-style-type: none"> 1. Dealing with approx. 2000 service sheets by this section. 2. Preparing approximately 30 to 40 service records each year for newly appointed staff. 3. Doing approximately 500X3=1500 entries of promotion, demotion and transfer in service records. 4. Doing pre-vetting of service record of working staff and of staff under transfer approximately 1400 employees each year. 5. Final vetting of Service Record going to retire in near future. 15 to 20 such cases are dealt each month.

	<ol style="list-style-type: none"> 6. Twice in a year making needful entries for increment in Salary of staff. 7. Issuing new as well revised medical card to staff. 8. Processing average 25-40 cases per annum for name change. 9. Performing work in 50-60 cases per annum related to pay correction and pay fixation. 10. Dealing with 50-60 cases per annum for pay fixation of salary as per option given by the employee. 11. Receiving around 50-60 cases each year for nomination for PF from the staff, sending it to accounts department and doing needful entries in the service record. 12. Issuing list of the staff going to retire in coming year. 13. Ensuring scanning and biding of service record. 14. Issuing average 10-12 letters pertains to policy. 15. Doing needful entries of leaves in the service record. 16. Doing 25-30 entries each year of NIP received from confidential section in the service records. 17. Deciding payment in case of stepping up. 18. Disposal of average 60-70 items per year received from Trade Unions. 19. Providing information in 15-20 cases per year under Right to Information. 20. Performing any other work assigned by the higher official. Presently dealing with issuance of SMART cards for medical aid. 21. Supervising all the files of section.
5.1.3	<p>Critical Analysis:</p> <p>In view of existing strength of the staff and activities being performed by above para 5.1.2 In absence of any significance workload in para 5.1.2.2, work study team observed that 04 ministerial staff is not required for only updating of service sheets of 2200- 2500 employees of carriage workshop, Ajmer. Work study team analyzed & suggests that for better utilization and optimization of staff both section PRT and service sheet may be merger and assigned work load PRT along with services sheets to staff. Thus, 08 numbers of staff has been considered justified for Establishment (PRT along with Service Sheet) Section.</p>
5.1.4	<p>Ch OS=1, She is assigned to perform following work during his duty:</p> <ol style="list-style-type: none"> 1. Doing CG appointment related work in Gr.- C & D. (06 case currently in process) 2. Issue NOC & forwarding applications for Ex-cadre (tenure base) posts & other examinations. 3. Once in a year process for promotion of skilled worker under 25% ranker quota initiated, this includes Penal Approval and finalization of trade. 3. Prepare monthly statement of artisan and supervisor staff. 4. Doing CG appointment related work against Sports quota. 5. Doing correspondence regarding recruitment of Gr.- D staff. 6. Doing correspondence & recruitment related work through GDCE . 7. Doing work regarding Apprentice act 1961.

5.1.5	<p>Sr. Clerk =1, He is assigned to perform following work during his duty:</p> <p>OS=1, He is assigned to perform following work during his duty:</p> <ol style="list-style-type: none"> 1. Doing correspondence related for PRT of clerical Staff, typist & steno cadre. 2. Received application from employee & process for Issue NOC and forwarding to other recruitment board. 3. Doing needful activity for Vetting of Cadre. 4. Maintaining roster register of above trade. 5. Dealing with correspondence related to Trade Unions, Associations, RTI, HQ office, Rly. Board, Employee Grievance Cell. 6. Issuing seniority list of clerical Staff, typist & steno cadre. 7. Doing work in regarding RTI Act-2005. 8. Doing work regarding Apprentice act 1961- invite applications for apprentice trainees and process to finalization & allotment of trade as per policy.
5.1.6	<p>Ch OS=1, She is assigned to perform following work during his duty:</p> <ol style="list-style-type: none"> 1. Maintain & doing policy record & HRD work. 2. Doing regarding work of PRT gazette & Gr. B selection. 3. Doing work regarding HOER. 4. Maintain & updating of BOS. 5. Doing work regarding work study. 6. Work regarding CPO conference & PCDO. 7. PRT related work of EDPM, Safety, tools. 8. Work related selection of WLI.
5.1.7	<p>Critical Analysis:</p> <p>In view of existing strength of the staff and activities being performed by above para 5.1.4, 5.1.5 & 5.1.6, 03 staff have been considered sufficient to meet out with existing workload.</p>
5.1.8	<p>Establishment (Settlement) Section:</p> <p>Deployment and Workload</p>
5.1.8.1	<p>Ch. OS =1, He is assigned to perform following work during his duty:</p> <ol style="list-style-type: none"> 1. Dealing with pension and new pension policy. Average 200-230 cases are dealt each year 2. Doing correspondence for staff and family pension. 3. Processing family pension widow, unmarried and divorced daughter. Such cases come along with lots of legal formalities and objections. Thus required cautious check and excessive correspondence. 4. Processing pension in other than normal retirement (ONR) cases like death, compulsory retirement, medical de-categorization and voluntary retirement of staff. 5. Receiving acceptance of NPS pension for CWM unit and sending it to accounts department. 6. Replying to court cases and ensuring obey of the judicial decisions. At present no court case found pending with. 7. Providing information desired under RTI. Around 60-70 cases under RTI dealt each year. 8. Re-granting of family pension to un-married, divorced and widow

	<p>daughters.</p> <ol style="list-style-type: none"> 9. 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. 10. Processing for generating pension and issuing medical cards. 11. Sending desired information to HQ office. 12. Replying to application pertains to disposal of pension cases. 13. Sending reply to representation received from Railway Board, HQ office, MPs, and MLAs.
5.1.8.2	<p>OS =1, He is assigned to perform following work during his duty:</p> <ol style="list-style-type: none"> 1. Settlement of ONR cases (Average 03 case deal per month). 2. Grievances regarding ONR Case (10 cases per month). 3. Application received for name addition in Railway record (3-5 case /Month). 4. Family pension regarding cases (2-3 cases/month). 5. Pension revision cases of ONR (2-3 case/month). 6. Re-grant of grievances cases(4-5/Month). 7. Compn. Allowances (1-2 case/month). 8. Revision of pensions initiated prior to 2016. 9. Receiving PPOs from accounts department. 10. Making entries of the received PPOs in register. 11. Providing information demanded under RTI rule. 12. Receiving application for revision of PPO and replying to the concern. 13. Replying to the grievance received under Pension Adalat. 14. Generating pension bills over I-pass software. 15. Doing revision of pre-2016 PPO in the Arpan Software. 16. Revising PPO of all ex-employee according to 7th CPC, putting it for account vetting and <i>generating revised</i> PPO.
5.1.8.3	<p>OS =1, He is assigned to perform following work during his duty:</p> <ol style="list-style-type: none"> 1. Performing IOD related cases- average 01 case per month (02 major and 09 minor IOD cases in 2018). He spends 60-90 minutes per month on this activity. 2. Performing average 4-5 cases medical card related work and spend average 40-60 minutes per day. 3. PCDO regarding work – data feeding in 10 D annexure of PCDO per month. 4. Performing work regarding Quartile Safety Meeting. 5. Sending PF applications on line and updating on system (10-12 application per day). 6. Dealing with RTI & CP gram applications (1-2 case/month). 7. Received railway accommodation application and send to CWM office.
5.1.8.4	<p>Sr. Clerk =1, He is assigned to perform following work during his duty:</p> <ol style="list-style-type: none"> 8. Processing 15-20 pension cases every month of the staff going to retire. 9. Sending pension applications of the staff going to retire in near future to concern departments (03 months in advance). 10. Each month preparing file for staff going to retire. Preparing PF details,

	<p>GIS and settlement sheet and sending it to accounts department.</p> <p>11. Preparing folders, service record, Medical Card, Identity Card and settlement advise each month to be handed over to employees going to retire.</p> <p>12. Taking action on the application received from retired employees for medical allowance.</p> <p>13. Besides of above some additional work like CTG and RTI etc. have also assigned to him.</p>
5.1.9	<p>Critical Analysis:</p> <p>In view of existing strength of the staff and activities being performed by the section. The work load is not sufficient for staff related to para 5.1.8.3. So work study team advised that additional work load may be allotted to in above refer para justify for above 04 posts in para 5.1.8.</p>
5.1.10	<p>Establishment Section-</p>
	<p>Receipt & Dispatch Section</p>
5.1.10.1	<p>Record Shorter/Clerk =01, He is performing following work during his duty:</p> <ol style="list-style-type: none"> 1. Receipt & dispatch of Dak from all departments of Carriage Workshop. (40-50 Dak per day). 2. Maintain 05 record register for receipt & dispatch. 3. Received Office order from section and send to concern section or department. 4. Prepare a list of PF form and send to loco Accounts office (biweekly or tri weekly). 5. Doing work regarding record room like as search personnel case of employee. 6. Prepare absentee register every month.
5.1.11	<p>Critical Analysis:</p> <p>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. Thus, in view of the existing workload of the section 01 staff has been considered justified for the section. Work study team is also advised that for proper record keeping in record room an OS may be deputed in this section.</p>
5.1.12	<p>Establishment Section-</p>
	<p>Union Section</p>
5.1.12.1	<p>Ch. OS =01, He is assigned to perform following work during his duty:</p> <ol style="list-style-type: none"> 1. Supervision of union cell. 2. Performing all work related to GM PNM with UPRMS & NWREU. 04 GM PNMs are organized in a year. 3. Replying to memorandum handed over by union to Railway Board's officers. 4. Performing all work related to PNM at CWM level with UPRMS & NWREU, 12 PNMs for both union at CWM level are organized in a year. 5. Disposal of issues raised by both authorized unions at Railway Board level.

	<ol style="list-style-type: none"> 6. Making arrangement to conduct elections in unions. 7. Taking action on the letters received from UPRMS. On an average 200 such letters are received in a year. 8. Opening loose files for items raised by UPRMS & NWREU in PNM. 9. Performing all related work assigned by the higher officials. 10. Assisting Personnel officer in meeting at HQ level and taking action on the agenda. 11. Receipt of Dak of Union Cell, putting it to the higher official and doing disposal as per instruction of the officers. 12. Providing Data every month for PCDO.
5.1.13	<p>Critical Analysis:</p> <p>In view of existing strength of the staff and activities being performed by the section. The work load is not sufficient for above staff. So work study team advised that additional work load from para 5.1.5 work in regarding RTI Act-2005 may be transfer to justify their posts.</p>
5.1.14	<p>Pass Section</p>
	<p>Deployment and Workload</p>
5.1.14.1	<p>Ch. OS =1, He is assigned to perform following work during her duty:</p> <ol style="list-style-type: none"> 1. Signing on an average 40-60 privilege pass/PTO each day and 05 TO 10 complimentary passes each day. 2. Providing information desired under RTI Act. 3. Replying average 04 to 05 audit para each year. 4. Doing miscellaneous correspondence. 5. Issuing passes as and when required.
5.1.14.2	<p>OS=01, He is assigned to perform following work during her duty:</p> <ol style="list-style-type: none"> 1. Dealing with privilege pass account of approx 1050 staff working in Deptt. 22, 25, 29, 33, 34, progress, Inspection, Planning, CMT, TXR, DTC & CHI of Carriage workshop. 2. Receiving approx 15-20 pass applications each day of serving employees from concern Departments threw dak and after needful entries in the register, preparing and PTO manual or on system and after 16.00 Hrs. all pass and PTO sending by dak to concern department or section. 3. He changes data on system approx 30-40 staff per month. 4. He tallies data of staff for medical card (5-10 staff per month).
5.1.14.3	<p>OS=01, She is assigned to perform following work during her duty:</p> <ol style="list-style-type: none"> 1. Dealing with privilege pass account of approx 1100 staff working in Deptt. 26, 28, 30 & 31 of Carriage workshop. 2. Receiving approx 15-20 pass applications each day of serving employees from concern Departments threw dak and after needful entries in the register, preparing and PTO manual or on system and after 16.00 Hrs. all pass and PTO sending by dak to concern department or section. 3. He changes data on system approx 30-40 staff per month. 4. He tallies data of staff for medical card (5-10 staff per month).
5.1.14.4	<p>OS=01, She is assigned to perform following work during her duty:</p> <ol style="list-style-type: none"> 1. Dealing with 2200 widow and complementary pass holder and 200 other

	<p>serving staff account.</p> <p>2. Receiving approx 15-20 pass applications each day after received application verify with account & updating necessary data in record registers and on the system. Than prepared pass & PTO on system and manual. Kept pass record in personal custody.</p> <p>3. He changes data on system approx 30-40 staff per month.</p>
5.1.15	<p>Critical Analysis:</p> <p>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 existing strength of the staff and activities being performed by the section. The work load is not sufficient for above staff. So work study team advised that additional work load of pass section of electric workshop may be transfer to justify their posts.</p>
5.1.16	<p>D&AR Section:</p>
	<p>Deployment and Workload</p>
	<p>02 OS are assigned to perform following work during the duty:</p> <ol style="list-style-type: none"> 1. Doing all requisite correspondence for appointment on compensation in group "D". 2. Performing work for appointment of trainee in Group "D" on compensation account and regularizing them in GP-1800/- or level-1. 3. Dealing with the representations received in CGA Adalat. 4. Preparing monthly statement of due cases of appointment on compensation ground. 5. Dealing with miscellaneous correspondence pertains to compensation appointment. 6. Preparing proposal for appointment of group "C" staff on compensation ground, allotting trade, issuing appointment letter and organizing final retention test. 7. Doing correspondence for suitability check of group "D" staff for appointment on compensation ground. 8. Dealing with policy file for appointment on compensation ground. 9. Nomination of the committee for appointment of JE/SSE on compensation ground. 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. 11. Providing information desired under RTI Act. On an average 2-3 applications per month are received. 12. Dealing with 4-5 NOCs per month of employees for abroad. 13. Dealing with RTI cases, PCDO and miscellaneous correspondence. 14. Issuing 10-15 medical de-categorizations certificates per month. 15. Performing Work related to employee's grievances, Minor penalties, Major penalties and appeals. On average deals with 10-15 grievance

	<p>per year, issuance of 05-06 minor penalties and 02-03 major penalties.</p> <p>16. Dealing with policy matters pertains to selection board and nomination of selection board.</p> <p>17. Dealing with confidential reports and approx 200 promotion cases per annum.</p> <p>18. Doing correspondence with Trade Unions.</p> <p>19. Dealing with employment of group "C" staff.</p> <p>20. Once in a year doing correspondence regarding periodic transfers.</p> <p>21. Organizing examination of Railway Recruitment Board, Ajmer.</p> <p>22. Replying to 4-5 representations per month received from trade unions.</p> <p>23. Organizing final retention tests of Mechanical Apprentices each month.</p> <p>24. Organizing seniority cum suitability test of Ministerial cadre and SSE staff twice in a year.</p> <p>25. Dealing with MACP of staff.</p> <p>26. Organizing average 10 suitability test per annum for MCF and Gr-1.</p> <p>27. Doing periodical review with interval of 03 months for pre-mature retirement of Railway employees.</p> <p>28. Doing periodical review with interval of 03 months for pre-mature retirement of Railway employees (Supervisors and Artisan).</p> <p>29. Dealing with Man of the month, cash award at CWM level, Disciplinary and Appeal Rule-1966, immovable property and stationary matters.</p>
5.1.17	<p>Critical Analysis:</p> <p>In view of existing strength of the staff and activities being performed by the section. 02 staff has been considered sufficient to meet out with existing workload.</p>
5.2	<p>CMT Section:</p>
	Deployment and Workload
5.2.1	<p>OS=01, He is assigned to perform following work during his duty:</p> <ol style="list-style-type: none"> 1. Doing establishment related work of 30 employee of CMT. 2. Prepare duty pass of CMT staff average 1-2 pass/ month. 3. Doing store related work & maintain tally book of CMT store. 4. Receipt & dispatch of Dak & sample from sections and other units. 5. Prepare gate pass for CMT staff average 4-5 pass/ month
5.2.2	<p>Critical Analysis:</p> <p>In view of existing strength of the staff and activities being performed by the section. The work load is not sufficient for above staff. So work study team advised that additional work load may be allotted to justify his post.</p>
5.3	WPS Section & Leave Section :
5.3.1	Leave Section
	Deployment & Workload
5.3.1.1	<p>Ch. OS =1, He is assigned to perform following work during his duty:</p> <ol style="list-style-type: none"> 1. He deals with the cadre of 2300-2400 staff. 2. Issue on an average 4 to 8 NOCs each month regarding foreign visit of staff.

	<ol style="list-style-type: none"> 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. Vetting of leave account for employee going to retire. Approx 15-20 cases each month are dealt. Handing over correspondence of leave section to dispatch section. This activity is performed 04 to 05 times in a day. 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. Dealing with 15-20 cases in year regarding deduction in transportation allowance. Checking of leave accounts of staff in the workshop and signing over it after every each six (06) months.
5.3.1.2	<p>OS =3, They are assigned to perform following work during his duty:</p> <ol style="list-style-type: none"> Preparing 1700 to 1800 leave summaries each month. In the process they check the leaves due and its posting in the Gate Attendance Card. Cross tally entries of all these GA cards with attendance muster. Dealing with 03 to 05 cases per month regarding Merging of leaves. 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. Crediting leave account with interval of Six months and making needful entries in I-pass. Taking prints of letters pertaining to special CL. Attending D&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&AR and replying to RTI are very limited. Dealing with maternity leave. Taking out print of NOC for foreign visit. On an average 10-15 such NOC are printed in a month. On an average 2-3 new leave accounts are opened each month. Annually entry of leave account in done in service record. Dealing with 10-12 miscellaneous correspondences each month. Performing any other work assigned by the higher official.
5.3.2	<p>Critical Analysis:</p> <p>There is total approx 3000 sanctioned strength of staff for carriage workshop out of which Aprox. 2300 are on role. Thus, to deal with the leave related matter of this quantum of staff 04 staff is sufficient. Therefore, 04 numbers of staff has been considered justified for the Leave sanction.</p>
5.3.3	<p>WPS Section :</p> <p>Deployment and Workload</p>
5.3.3.1	<p>Ch. OS=01, He is assigned to perform following work during his duty:</p> <ol style="list-style-type: none"> Overall supervision of WPS section.

	<ol style="list-style-type: none"> 2. Updating data for Salary purpose. Fetching data in excel sheet for viewing data at a glance and preparing different reports Bill unit-wise. 3. Generating Pay sheets twice in a month and forwarding voucher to concern authority. 4. Replying to 5-7 representation per month received from trade unions and associations. 5. Performing other miscellaneous work of the section like replying to RTI, receiving approvals, writing notes and dealing with disputed matters.
5.3.3.2	<p>Ch. OS=01, He is assigned to perform following work during his duty:</p> <ol style="list-style-type: none"> 1. Dealing with promotion, demotion and transfer matters of bill unit no. 06822 comprise of 474 employees. 2. Doing miscellaneous correspondence & other work as forwarding of PF form. 3. Doing correspondence regarding night duty allowance. 4. Preparing vetted statement of payable amount. 5. Deduction of vouchers received from JC/JP Udaipur railway cooperative banks. 6. Generating supplementary bills for retired employee and for revised DA. 7. Dealing with TA, contingent bill, leave encashment, PLB and education allowance. Maintaining register for education allowance. 8. Issuing certificate for last salary withdrawn for staff transferred to other bill unit. 9. Doing correspondence related to Addition, Revision & Division. 10. Dealing & deduction in regarding Computer Advance, Scooter advance & HBA etc. 11. Deduction annual & bonus subscription of trade unions. 12. Dealing Income Tax related saving and deduction. 13. Doing annual increment related work in month of Jan & July.
5.3.3.3	<p>OS=01, He is assigned to perform following work during his duty:</p> <ol style="list-style-type: none"> 1. Dealing with promotion, demotion and transfer matters of bill unit no. 458,459,831 & 836 comprise of 280 employees. 2. Doing miscellaneous correspondence & other work as forwarding of PF form. 3. Doing correspondence regarding night duty allowance. 4. Preparing vetted statement of payable amount. 5. Deduction of vouchers received from JC/JP Udaipur railway cooperative banks. 6. Generating supplementary bills for retired employee and for revised DA. 7. Dealing with TA, contingent bill, leave encashment, PLB and education allowance. Maintaining register for education allowance. 8. Issuing certificate for last salary withdrawn for staff transferred to other bill unit. 9. Doing correspondence related to Addition, Revision & Division. 10. Dealing & deduction in regarding Computer Advance, Scooter advance & HBA etc. 11. Deduction annual & bonus subscription of trade unions.

	<p>12. Dealing Income Tax related saving and deduction.</p> <p>13. Doing annual increment related work in month of Jan & July.</p>
5.3.3.4	<p>OS=01, She is assigned to perform following work during his duty:</p> <ol style="list-style-type: none"> 1. Dealing with promotion, demotion and transfer matters of bill unit no. 455 & 456 comprise o 227 employees. 2. Doing miscellaneous correspondence & other work as forwarding of PF form. 3. Doing correspondence regarding night duty allowance. 4. Preparing vetted statement of payable amount. 5. Deduction of vouchers received from JC/JP Udaipur railway cooperative banks. 6. Generating supplementary bills for retired employee and for revised DA. 7. Dealing with TA, contingent bill, leaves encashment, PLB and education allowance. Maintaining register for education allowance. 8. Doing annual increment related work in month of Jan & July. 9. Issuing certificate for last salary withdrawn for staff transferred to other bill unit. 10. Doing correspondence related to Addition, Revision & Division. 11. Dealing & deduction in regarding Computer Advance, Scooter advance & HBA etc. 12. Deduction annual & bonus subscription of trade unions. 13. Dealing Income Tax related saving and deduction. 14. Doing with transfer grant of SSEs & officers. 15. Doing with laptop & briefcase allowance for officers. 16. Work related honorarium of inquiry officers. 17. Incentive calculation of PCO staff & other concern employees.
5.3.3.5	<p>OS=01, He is assigned to perform following work during his duty:</p> <ol style="list-style-type: none"> 1. Dealing with promotion, demotion and transfer matters of bill unit no. 06829, 06833& 06835 comprise of 164 employees. 2. Doing miscellaneous correspondence & other work as forwarding of PF form. 3. Doing correspondence regarding night duty allowance. 4. Preparing vetted statement of payable amount. 5. Deduction of vouchers received from JC/JP Udaipur railway cooperative banks. 6. Generating supplementary bills for retired employee and for revised DA. 7. Dealing with TA, contingent bill, leaves encashment, PLB and education allowance. Maintaining register for education allowance. 8. Issuing certificate for last salary withdrawn for staff transferred to other bill unit. 9. Doing correspondence related to Addition, Revision & Division. 10. Dealing & deduction in regarding Computer Advance, Scooter advance & HBA etc. 11. Deduction annual & bonus subscription of trade unions. 12. Dealing Income Tax related saving and deduction. 13. Doing annual increment related work in month of Jan & July.

	14. Data entry in pay sheet every month of all employee of workshop.
5.3.3.6	<p>OS=01, He is assigned to perform following work during his duty:</p> <ol style="list-style-type: none"> 1. Dealing with promotion, demotion and transfer matters of bill unit no. 06825 & 06830 comprise of 221 employees. 2. Doing miscellaneous correspondence & other work as forwarding of PF form. 3. Doing correspondence regarding night duty allowance. 4. Preparing vetted statement of payable amount. 5. Deduction of vouchers received from JC/JP Udaipur railway cooperative banks. 6. Generating supplementary bills for retired employee and for revised DA. 7. Dealing with TA, contingent bill, leaves encashment, PLB and education allowance. Maintaining register for education allowance. 8. Issuing certificate for last salary withdrawn for staff transferred to other bill unit. 9. Doing correspondence related to Addition, Revision & Division. 10. Dealing & deduction in regarding Computer Advance, Scooter advance & HBA etc. 11. Deduction annual & bonus subscription of trade unions. 12. Dealing Income Tax related saving and deduction. 13. Doing annual increment related work in month of Jan & July. 14. Incentive calculation of concern employees & made payment in salary. 15. Prepare MCDO statement.
5.3.3.7	<p>OS=01, He is assigned to perform following work during his duty:</p> <ol style="list-style-type: none"> 1. Dealing with promotion, demotion and transfer matters of bill unit no. 06826 comprise of 250 employees. 2. Doing miscellaneous correspondence & other work as forwarding of PF form. 3. Doing correspondence regarding night duty allowance. 4. Preparing vetted statement of payable amount. 5. Deduction of vouchers received from JC/JP Udaipur railway cooperative banks. 6. Generating supplementary bills for retired employee and for revised DA. 7. Dealing with TA, contingent bill, leaves encashment, PLB and education allowance. Maintaining register for education allowance. 8. Issuing certificate for last salary withdrawn for staff transferred to other bill unit. 9. Doing correspondence related to Addition, Revision & Division. 10. Dealing & deduction in regarding Computer Advance, Scooter advance & HBA etc. 11. Deduction annual & bonus subscription of trade unions. 12. Dealing Income Tax related saving and deduction. 13. Doing annual increment related work in month of Jan & July. 14. Incentive calculation of concern employees & made payment in salary. 15. Application received from single window & take action for disposal.
5.3.3.8	OS=01, He is assigned to perform following work during his duty:

	<ol style="list-style-type: none"> 1. Dealing with promotion, demotion and transfer matters of bill unit no. 06828 comprise of 561 employees. 2. Doing miscellaneous correspondence & other work as forwarding of PF form. 3. Doing correspondence regarding night duty allowance. 4. Preparing vetted statement of payable amount. 5. Deduction of vouchers received from JC/JP Udaipur railway cooperative banks. 6. Generating supplementary bills for retired employee and for revised DA. 7. Dealing with TA, contingent bill, leaves encashment, PLB and education allowance. Maintaining register for education allowance. 8. Issuing certificate for last salary withdrawn for staff transferred to other bill unit. 9. Doing correspondence related to Addition, Revision & Division. 10. Dealing & deduction in regarding Computer Advance, Scooter advance & HBA etc. 11. Deduction annual & bonus subscription of trade unions. 12. Dealing Income Tax related saving and deduction. 13. Doing annual increment related work in month of Jan & July.
5.3.3.9	<p>OS=01, She is assigned to perform following work during his duty:</p> <ol style="list-style-type: none"> 1. Work related to pay sheet associate with OS of 28 department. 2. Prepare GIS & payment of GIS of all retired employees. 3. Prepare leave encashment and adjustment memo of retired employee. 4. Deduction and final payment of retired employee. 5. Prepare supplementary bill of DA, Incentive etc. of retired employee. 6. Prepare loose case file for law concern. 7. Doing miscellaneous correspondence & other work as forwarding of PF form. 8. Dealing with TA, contingent bill, leaves encashment, PLB and education allowance. Maintaining register for education allowance. 9. Issuing certificate for last salary withdrawn for staff transferred to other bill unit. 10. Doing correspondence related to Addition, Revision & Division. 11. Dealing & deduction in regarding Computer Advance, Scooter advance & HBA etc. 12. Deduction annual & bonus subscription of trade unions. 13. Dealing Income Tax related saving and deduction.
5.4	<p>Critical Analysis: Work study team analyzed data and observe work load of WPS section and found that currently pay sheets of technical staff are preparing in nine segments. So work study team advised this work may be reducing up to 04 segments.</p> <p>In view of existing strength of the staff and activities being performed by the section. Therefore for WPS section only 07 staff is sufficient to meet out existing workload.</p>
5.5	Budget Section:

5.5.1	Deployment and Workload 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.
5.5.2	Critical Analysis : It is observed that one staff is Maintaining expenditure records, revised estimate, budget estimate and final estimate etc. for carriage maintenance work. Therefore for budget section only 02 staff is sufficient to meet out existing workload.
5.7	Carriage General (CG)Section:
	Deployment and Workload
5.7.1	Ch. OS=01, He is assigned to perform following work during his duty: <ol style="list-style-type: none"> 1. Doing work regarding work programmed (1-2 case/month). 2. Doing work regarding uniform, safety shoes & stationary. 3. Dealing with landline telephone bills of Dy. CME (Carriage) & other officers. Ensuring monthly payment of bills received for use of land line phones. 4. Dealing with CUG bills and making needful correspondence in this regards. 5. Arranging washing of clothes 6. Preparing monthly statements of water pollution and sending it to HQ as well to pollution control board each month. 7. Doing work in concern labor commission under factory act.
5.7.2	OS=01, He is assigned to perform following work during his duty: <ol style="list-style-type: none"> 1. Holding details of fuel consumption & maintenance of Vehicles (01 Ambulance, 01 Staff car & 03 Truck) and updating the data of fuel consumption. 2. Arranging repair of computers and printers. In the T&P stock there are total 40 computers and printers. 3. Dealing with demand of Data cards. Data cards have been provided to all the officers of Carriage unit. 4. Dealing with maintenance expenditure of mechanical officers. 5. Purchasing of keyboards and mouse. 6. Arranging refilling of ink in printers. 7. Doing work regarding computer maintenance & raffling of cartage of printer. 8. Work in regarding election of canteen committee & carriage sports club. 9. Maintain & disposal of completes in concern desert coolers. 10. Maintain tour programme & CL record of officers. 11. Stock sheet related work. 12. Doing work regarding allowances for officers like as briefcase, laptop etc.
5.7.3	OS=01, He is assigned to perform following work during his duty: <ol style="list-style-type: none"> 1. Replying to Audit inspections and doing needful correspondence. 2. Quarterly arranging meetings of safety.

	<ol style="list-style-type: none"> 3. Booking of canteen hall. 4. Booking of truck & other vehicle for personal use. 5. Shunting related vouchers received from department 29 & prepares monthly statement of shunting charges. 6. Fuel expenditure statement received from planning section & kept in record file. 7. Issue NOC for contractor's labor for working in side workshop.
5.7.4	Ch. OS=01, He is assigned to perform following work during his duty: <ol style="list-style-type: none"> 1. He is performing his duty in outsourcing cell.
5.8	Critical Analysis: In view it is observed that the workload of above staff mentioned in para 5.7.1 to 5.7.3 is very less. Therefore the workload of para 5.7.2 & 5.7.3 to be merged. Thus, 03 staff is sufficient to cope up the workload of this section.
5.9	CRS Section (Rolling stock Section):
	Deployment and Workload
5.9.1	Ch. OS=01, He is assigned to perform following work during his duty: <ol style="list-style-type: none"> 1. He is overall in-charge of this section. 2. To maintain monthly outturn register. 3. Prepared minute & circulate of calling in monthly meeting. 4. 02 to 03 correspondence deals per month regarding coach feeding. 5. Deal with budget related work twice in a year. 6. Record keeping of BG coach POH cost documents, coach POH policies. 7. To upkeep and monitor MLR coach position over NWR and insuring for sending of coach to BPL 8. Work related to coach census. 9. To update coach POH register with allocation register on daily basis. 10. To maintain & update coach master on CMM. 11. To update information on FTP related to coach POH outturn.
5.9.2	Ch. OS=01, He is assigned to perform following work during his duty: <ol style="list-style-type: none"> 1. To maintain assets (coaches only) register once in a year. 2. Deal with appx. 02 to 03 inspection notes and audit paras in a year. 3. Prepared yearly Railway board statistical statement. 4. Prepared age statement of BG coaches of NWR once in a year. 5. Deals bulk order correspondence related to TC acceptance once a year. 6. Compliance monthly PCDO and advance information to HQ. 7. To help of Ch.OS in maintain and upkeep of coach master. 8. Deals promotions and transfer and prepared leave summary of 05 staff of the section. 9. To arrange of quarterly CME/CWEs and CMG meeting.
5.9.3	OS=01, He are assigned to perform following work during his duty: <ol style="list-style-type: none"> 1. Deal with approx. 10 to 12 correspondence per year work related to modifications in coaches. 2. Prepared monthly ineffectiveness position of coaches. 3. Monthly position of physical coach POH outturn is send to Accounts

	<p>and budget section.</p> <ol style="list-style-type: none"> Deals with correspondence related to maintenance of ARTs. To maintain monthly position of corrosion repair coaches. To calculate cycle time of BG coach POH and informed to concern. Deals with correspondence related to N.C. examination as per monthly statement received from shop floor. Deal with 01 to 02 correspondence per month related to modification in coaches. Deal with correspondence related to POH of RROW & POW.
5.9.4	<p>OS=01, He are assigned to perform following work during his duty:</p> <ol style="list-style-type: none"> Deals 01 to 02 correspondence in a year related to derailment & accident of BG coaches. Prepared monthly coach deficiency position and sent to Accounts office for debit. Deals correspondence of coach failure with 100 days and other than 100 days after POH. Deals 01 to 02 correspondence per year related to out of course sick marking. Record keeping of POH coach history. Deals 10 to 15 correspondence in a year related to LHB coaches. <p>Presently he is working as Dak/Dispatch clerk in CG section.</p>
5.9.5	<p>Chief Typist=01, He are assigned to perform following work during his duty:</p> <ol style="list-style-type: none"> Deals 12 to 15 correspondence in a year related to NPOH and special repair of Southern Railway coaches. Deals 10 to 15 correspondence in a year related to AC & NAC coaches POH. To maintain monthly statement of AC & NAC coaches outturn. Deals with complete process of BG coach condemnation over NWR. Approx. 05 coaches are being condemned per month.
5.10	<p>Critical Analysis:</p> <p>In view it is observed that the workload of above staff mentioned in para 5.9.2 to 5.9.4 is very less. Therefore the workload of para 5.9.3 & 5.9.4 to be merged. Similarly the work load of above para 5.9.5 may be transfer to para 5.9.2. Thus, 03 staff is sufficient to cope up the workload of this section.</p>
5.11	<p>Time Office:</p>
	Deployment and Workload
5.11.1	<p>Ch. OS=01, He is assigned to perform following work during his duty:</p> <ol style="list-style-type: none"> Taking attendance of all staff working in shops, preparing its statement and sending it to Dy CME (C). There are total 1780 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 Once in a month feeding GA details in computer, taking out its prints and making needful correction if found any mistake during cross-verification. On 1st day of each month finalizing pay sheet. First pay sheet is

	<p>generated on 21st of every month and final pay sheet is generated on 22nd of every month</p> <ol style="list-style-type: none"> 4. Receiving over time vouchers from time keeper, preparing its statement and sending it to salary bill section. This process is followed once every month. 5. Sending absentee statement to the section. 6. Sending diaries received from bookers to accounts department. 7. Preparing statement of Ticket Staff and sending it to confidential section and General Section (Carriage). 8. Preparing EW, DW and NI statements and sending it to accounts section. 9. Doing needful entries in computer regarding promotion and transfer of staff. 10. Preparing monthly statement TP-801 (Transfer and retirement of staff) and sending it to salary section. 11. Performing any other work assigned by the higher official and ensuring in time disposal of work assigned to clerical staff of time section.
5.11.2	<p>10 OS/ 03 Sr. Clerk, They are designated as Time Keepers and Bookers. They assigned to perform following work during their duty:</p> <p>Works to be performed as Booker & Time Keeper:</p> <ol style="list-style-type: none"> 1. Performing works pertaining to Direct Workers incentive. 2. Collecting Job cards from all section, doing entries in Diaries on L153 & 154 and making entries of attendance from GA card into diaries. 3. Calculating total work performed by staff on the card. 4. After completion of Job Card sending it to Inspector for approval and sending it for approval of rate fixation. 5. After approval of job cards from rate section, mentioning P-4 numbers and thereafter sending it accounts section. 6. Preparing last job card on 18th of each month, preparing its statement and sending it to accounts department. 7. Preparing new diaries as per requirement. 8. On completion of diary preparing summary of these at the end of each month and sending it to accounts department. 9. Taking attendance of all staff working in shops, preparing its analysis and sending it to Dy CME (carriage). 10. Disposal of all works pertains to Incentive of staff. 11. Marking attendance/absent/leave of staff in GA cards. 12. Marking shift on the GA cards. 13. Preparing leave summary on GA cards. 14. Preparing gate passes and making its entry in GA cards. 15. On receiving letter from SSE, closing token number of unauthorized absent staff and on receiving request of employee opening job card. 16. Providing record of unauthorized absent during D&AR inquiry against the staff. 17. Performing work pertains to transferred and retired employees. 18. Receiving working hours from SSE office and sending it o accounts department. 19. Mentioning details of Gate Pass, leave, WOP, HL and HAL and calculating over time, night duty etc.

	<p>20. Preparing GA list at the end of month and feeding its details in computer system.</p> <p>21. Preparing all statements concern to GA list.</p> <p>22. Preparing supervisors attendance letters and sending it to leave section.</p> <p>23. Processing to stop and reopen the salary.</p> <p>24. Completing process of GA card at the end of each month and sending it to leave section.</p> <p>25. Once in a month feeding GA details in computer.</p> <p>26. Any other work assigned by higher officials.</p>
5.12	<p>Critical Analysis:</p> <p>Punching time for cards are 06.30 hrs to 08.00 hrs, 09.30 hrs, 13.00 hrs & 13.30 hrs. to 17.00 hrs and break times are 08.00 hrs to 09.30 hrs & 13.00 hrs to 13.30 hrs. Total number of cards in operation is aprox. 2000, which are being punched and processed by 13 Staff. 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 14 Ch. OS/OS/ Sr. Clerk are justified.</p>
5.13	<p>CPO Section:</p>
	Deployment and Workload
5.13.1	<p>Ch. OS =01, He is assigned to perform following work during his duty:</p> <ol style="list-style-type: none"> 1. Overall supervision of carriage Progress Section. 2. Each day readout receiving letters and put up to officers and maintain in concern file. 3. Monitoring implication of PRT & training order. 4. TC/ATC, audit para, inspection note received from accounts and other units or section and send to concern section after officer approval. 5. Doing work regarding cadre & D& AR . 6. Prepare summary of supervisors and ministerial staff. 7. Writing noting for estimate on average 10 files per month. 8. Preparing format and writing noting for quotation budgetary. Average 08 such cases per month are dealt. 9. Processing or opening quotation 04-05 files per month. 10. Releasing EMD and preparing pay order in 3 to 4 case per month. 11. Doing 03 to 04 times communication with bank for verification of PG/BG. 12. Writing noting for fund availability from budget on 08 to 10 cases per month. 13. Writing noting and letter to consignee for bill verification in 08 to 10 case per month.
5.13.2	<p>OS =01, He is assigned to perform following work during his duty:</p> <ol style="list-style-type: none"> 1. He doing work in regarding received and dispatch of CPO section. 2. Receiving everyday 30-40 dak from Head Office, carriage work shop & other section of work shop and Maintain record register. 3. He doing work in concern dak dispatch everyday 40-50 dak dispatch and maintain record register. 4. Doing work for Issuing On duty pass. 5. Doing work for issuing Ticket no. for new arrival JE's & other staff.

5.13.3	<p>OS =03, they are is assigned to perform following work during duty:</p> <ol style="list-style-type: none"> 1. Doing PRT regarding work of 51 (32 inspection+16 planning +03 Outsourcing cell). 2. Doing leave sanction work and mantion record. 3. Preparation and mantion inspection sheets (32 sheets), allocation and details send to CWM office & concern department. 4. Doing work in regarding incentive of staff. 5. Prepare attendance register of supervisor staff in advance (155 staff). 6. To collect and distribute all type of stationary which used in PCO office. 7. Doing work in concern Imp-rest. 8. Daily basis outside work for administrative requirement.
5.14	<p>Critical Analysis:</p> <p>The work being performed by Ch. OS and OS in para 5.13.1 &5.13.2 is justified. However, work informed to be performed by 03 OS in para 5.13.3 is less. This work can be performed by 02 staff with ease. Thus, 01 post of Ch. OS & 03 posts of OS have been considered justified and 01 post of OS has been considered surplus and advised to surrender forthwith.</p>
5.15	Departments of carriage Work shop.
5.15.1	Department 22:
	Deployment and Workload

	<p>OS=03 They are assigned to perform following work during their duty:</p> <ol style="list-style-type: none"> 1. Dealing with promotion, demotion and transfer of Supervisor and Artisan staff. There is total sanction strength of staff in this department 710 out of which in 520 staff are on role. 2. Maintain employee absentee register and cross check with supervisor's slip and prepare wrong punch memo. 3. Doing work regarding receipt and dispatch of department & maintain record register.(5-6 outward & 5-10 inward dak per day) 4. Receiving application for PASS/PTO and send to pass section after needful entries. 5. Doing work regarding IOD cases (4-5 cases/year) 6. Doing work regarding leave sanction and updating record files & register. 7. Insure implication of PRT order – prepare sparing & joining memo for concern staff and send to concern sections. (8-10 case per month of Tech. staff & 2-3 case per month of supervisor staff). 8. Doing duty pass related work (5-7 pass/ month). 9. Doing Territorial Army related work (02 times in a year). 10. Doing work in concern gang review. 11. Organizing trade test 1 to 2 times in a year 12. Preparing leave summary of SSE, JE, Clerk and Artisan staff. The sanctioned strength of SSEs is 38 and JEs is 20 out of which 38 SSEs and 13 JEs are on role. 13. Doing booking of night shift & shift duty staff. 14. Monthly updating cadre position. 15. Dealing with confidential and other miscellaneous correspondence. Issuing on an average 1-2 warning letters per month. 16. Doing correspondence pertains to medical matters. Dealing with average 10 applications in a year. 17. Dealing with on an average 10 cases per year related to retirement and settlement cases. 18. Performing work related to stoppage of ticket. On an average 3-5 such cases per month are dealt. 19. Dealing with average 03-05 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. 20. Doing average correspondence 20 per year for Rajbhasha, 30 per year for housekeeping, 15 per year for sports, 10 per year safety related, 20 per year for shop counseling, 1-2 per year for trade union, 05 per year for stationary. 21. Preparing monthly statement for incentive of supervisors and Artisan staff. 22. Dealing with T&P items and maintain record registers. 23. Replying to audit related issues. 24. Dealing matter pertains to Railway Residence. 25. Maintaining policy record and related correspondence.
5.15.2	<p>Critical Analysis:</p> <p>In view of the above workload 02 numbers of staff has been considered</p>

	justified. 01 staff has been considered surplus and advised to surrender forthwith.
5.15.3	Department 25:
	Deployment and Workload OS=01 He is assigned to perform following work during their duty: <ol style="list-style-type: none"> 1. Dealing with promotion, demotion and transfer of Supervisor and Artisan staff. There is total sanction strength of staff in this department 215 out of which in 141 staff are on role. 2. Maintain employee absentee register and cross check with supervisor's slip and prepare wrong punch memo. 3. Doing work regarding receipt and dispatch of department & maintain record register (2-3 outward & 1-2 inward dak per day). 4. Receiving application for PASS/PTO and send to pass section after needful entries. 5. Doing work regarding IOD cases (1-2 cases/year) 6. Doing work regarding leave sanction and updating record files & register. 7. Insure implication of PRT order – prepare sparing & joining memo for concern staff and send to concern sections. 8. Doing duty pass related work. (1-2 pass/ month). 9. Prepare Material gate pass. (1-2 pass /monthly). 10. Doing Territorial Army related work (02 times in a year). 11. Doing work in concern gang review. 12. Organizing trade test 1 to 2 times in a year. 13. Doing work regarding uniform and shoes & other safety items. 14. Preparing leave summary of SSE, JE, Clerk and Artisan staff. The sanctioned strength of SSEs is 09 and JEs is 06 out of which 09 SSEs and 03 JEs are on role. 15. Monthly updating cadre position. 16. Dealing with confidential and other miscellaneous correspondence. Issuing on an average 1-2 warning letters per Quarter. 17. Doing correspondence pertains to medical matters. 18. Dealing with on an average 2-3 cases per month related to retirement and settlement cases. 19. Performing work related to stoppage of ticket. 20. Dealing with honorarium, traveling allowance, child education allowance, leave encashment, scooter advance and computer advance applications. 21. Doing average 2-3 correspondence per month for Rajbhasha, housekeeping, sports, shop counseling, trade union and stationary etc. 22. Preparing monthly statement for incentive of supervisors and Artisan staff. 23. Dealing with T&P items and maintain record registers. 24. Replying to audit related issues. 25. Dealing matter pertains to Railway Residence. 26. Maintaining policy record and related correspondence.
5.15.4	Critical Analysis:

	In view of the above workload 01 numbers of staff has been considered justified.
5.15.5	Department 26:
	Deployment and Workload OS=02 He is assigned to perform following work during his duty: <ol style="list-style-type: none"> 1. Dealing with promotion, demotion and transfer of Supervisor and Artisan staff. There is total sanction strength of staff in this department 397 out of which in 266 staff are on role. 2. Maintain employee absentee register and cross check with supervisor's slip and prepare wrong punch memo. 3. Doing work regarding receipt and dispatch of department & maintain record register (2-3 outward & 1-2 inward dak per day). 4. Receiving application for PASS/PTO and send to pass section after needful entries. 5. Doing work regarding IOD cases (1-2 cases/year) 6. Doing work regarding leave sanction and updating record files & register. 7. Insure implication of PRT order – prepare sparing & joining memo for concern staff and send to concern sections. 8. Doing duty pass related work. (1-2 pass/ month). 9. Prepare Material gate pass. (1-2 pass /monthly). 10. Doing Territorial Army related work (02 times in a year). 11. Doing work in concern gang review. 12. Organizing trade test 1 to 2 times in a year. 13. Doing work regarding uniform and shoes & other safety items. 14. Preparing leave summary of SSE, JE, Clerk and Artisan staff. The sanctioned strength of SSEs is 22 and JEs is 12 out of which 22 SSEs and 07 JEs are on role. 15. Monthly updating cadre position. 16. Dealing with confidential and other miscellaneous correspondence. Issuing on an average 1-2 warning letters per Quarter. 17. Doing correspondence pertains to medical matters. 18. Dealing with on an average 2-3 cases per month related to retirement and settlement cases. 19. Performing work related to stoppage of ticket. 20. Dealing with honorarium, traveling allowance, child education allowance, leave encashment, scooter advance and computer advance applications. 21. Doing average 2-3 correspondence per month for Rajbhasha, housekeeping, sports, shop counseling, trade union and stationary etc. 22. Preparing monthly statement for incentive of supervisors and Artisan staff. 23. Dealing with T&P items and maintain record registers. 24. Replying to audit related issues. 25. Dealing matter pertains to Railway Residence. 26. Maintaining policy record and related correspondence.
5.15.6	Critical Analysis:

	In view of the above workload 02 numbers of staff has been considered justified.
5.15.7	Department 28:
	Deployment and Workload

OS=03 They are assigned to perform following work during their duty:

1. Dealing with promotion, demotion and transfer of Supervisor and Artisan staff. There is total sanction strength of staff in this department 836 out of which in 596 staff are on role.
2. Maintain employee absentee register and cross check with supervisor's slip and prepare wrong punch memo.
3. Doing work regarding receipt and dispatch of department & maintain record register (5-6 outward & 5-10 inward dak per day).
4. Receiving application for PASS/PTO and send to pass section after needful entries.
5. Doing work regarding IOD cases (4-5 cases/year)
6. Doing work regarding leave sanction and updating record files & register.
7. Insure implication of PRT order – prepare sparing & joining memo for concern staff and send to concern sections. (8-10 case per month of Tech. staff & 2-3 case per month of supervisor staff).
8. Doing duty pass related work (5-7 pass/ month).
9. Doing Territorial Army related work (02 times in a year).
10. Doing work in concern gang review.
11. Organizing trade test 1 to 2 times in a year
12. Preparing leave summary of SSE, JE, Clerk and Artisan staff. The sanctioned strength of SSEs is 40 and JEs is 20 out of which 39 SSEs and 18 JEs are on role.
13. Doing booking of night shift & shift duty staff.
14. Monthly updating cadre position.
15. Dealing with confidential and other miscellaneous correspondence. Issuing on an average 1-2 warning letters per month.
16. Doing correspondence pertains to medical matters. Dealing with average 10 applications in a year.
17. Dealing with on an average 3-5 cases per month related to retirement and settlement cases.
18. Performing work related to stoppage of ticket. On an average 3-5 such cases per month are dealt.
19. Dealing with average 03-05 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.
20. Doing average correspondence 20 per year for Rajbhasha, 30 per year for housekeeping, 15 per year for sports, 10 per year safety related, 20 per year for shop counseling, 1-2 per year for trade union, 05 per year for stationary.
21. Preparing monthly statement for incentive of supervisors and Artisan staff.
22. Dealing with T&P items and maintain record registers.
23. Replying to audit related issues.
24. Dealing matter pertains to Railway Residence.
25. Maintaining policy record and related correspondence.
26. Doing work regarding BTC training.
27. Prepare OTC (Out turn coaches) position FN & AN daily and maintain holding register and concerning record files.
28. Doing work regarding staff booking for Sunday working.

5.15.8	Critical Analysis: 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.
5.15.9	Department 29:
	Deployment and Workload

	<p>OS=01 He is assigned to perform following work during their duty:</p> <ol style="list-style-type: none"> 1. Dealing with promotion, demotion and transfer of Supervisor and Artisan staff. There is total sanction strength of staff in this department 130 out of which in 84 staff are on role. 2. Maintain employee absentee register and cross check with supervisor's slip and prepare wrong punch memo. 3. Doing work regarding receipt and dispatch of department & maintain record register (2-3 outward & 1-2 inward dak per day). 4. Receiving application for PASS/PTO and send to pass section after needful entries. 5. Doing work regarding IOD cases (1-2 cases/year) 6. Doing work regarding leave sanction and updating record files & register. 7. Insure implication of PRT order – prepare sparing & joining memo for concern staff and send to concern sections. 8. Doing duty pass related work. (1-2 pass/ month). 9. Prepare Material gate pass. (1-2 pass /monthly). 10. Doing Territorial Army related work (02 times in a year). 11. Doing work in concern gang review. 12. Organizing trade test 1 to 2 times in a year. 13. Doing work regarding uniform and shoes & other safety items. 14. Preparing leave summary of SSE, JE, Clerk and Artisan staff. The sanctioned strength of SSEs is 05 and JEs is 02 out of which 03 SSEs and 04 JEs are on role. 15. Monthly updating cadre position. 16. Dealing with confidential and other miscellaneous correspondence. Issuing on an average 1-2 warning letters per Quarter. 17. Doing correspondence pertains to medical matters. 18. Dealing with on an average 5-7 cases per yearly related to retirement and settlement cases. 19. Performing work related to stoppage of ticket. 20. Dealing with honorarium, traveling allowance, child education allowance, leave encashment, scooter advance and computer advance applications. 21. Doing average 2-3 correspondence per month for Rajbhasha, housekeeping, sports, shop counseling, trade union and stationary etc. 22. Preparing monthly statement for incentive of supervisors and Artisan staff. 23. Dealing with T&P items and maintain record registers. 24. Replying to audit related issues. 25. Dealing matter pertains to Railway Residence. 26. Maintaining policy record and related correspondence. 27. Doing work related truck booking.
5.15.10	<p>Critical Analysis:</p> <p>In view of the above workload 01 numbers of staff has been considered justified.</p>
5.15.11	Department 30:
	Deployment and Workload

	<p>OS=01 He is assigned to perform following work during their duty:</p> <ol style="list-style-type: none"> 1. Dealing with promotion, demotion and transfer of Supervisor and Artisan staff. There is total sanction strength of staff in this department 186 out of which in 101 staff are on role. 2. Maintain employee absentee register and cross check with supervisor's slip and prepare wrong punch memo. 3. Doing work regarding receipt and dispatch of department & maintain record register (2-3 outward & 1-2 inward dak per day). 4. Receiving application for PASS/PTO and send to pass section after needful entries. 5. Doing work regarding IOD cases (1-2 cases/year) 6. Doing work regarding leave sanction and updating record files & register. 7. Insure implication of PRT order – prepare sparing & joining memo for concern staff and send to concern sections. 8. Doing duty pass related work. (1-2 pass/ month). 9. Prepare Material gate pass. (1-2 pass /monthly). 10. Doing Territorial Army related work (02 times in a year). 11. Doing work in concern gang review. 12. Organizing trade test 1 to 2 times in a year. 13. Doing work regarding uniform and shoes & other safety items. 14. Preparing leave summary of SSE, JE, Clerk and Artisan staff. The sanctioned strength of SSEs is 14 and JEs is 05 out of which 13 SSEs and 03 JEs are on role. 15. Monthly updating cadre position. 16. Dealing with confidential and other miscellaneous correspondence. Issuing on an average 1-2 warning letters per Quarter. 17. Doing correspondence pertains to medical matters. 18. Dealing with on an average 2-3 cases per month related to retirement and settlement cases. 19. Performing work related to stoppage of ticket. 20. Dealing with honorarium, traveling allowance, child education allowance, leave encashment, scooter advance and computer advance applications. 21. Doing average 2-3 correspondence per month for Rajbhasha, housekeeping, sports, shop counseling, trade union and stationary etc. 22. Preparing monthly statement for incentive of supervisors and Artisan staff. 23. Dealing with T&P items and maintain record registers. 24. Replying to audit related issues. 25. Dealing matter pertains to Railway Residence. 26. Maintaining policy record and related correspondence.
5.15.12	<p>Critical Analysis:</p> <p>In view of the above workload 01 numbers of staff has been considered justified.</p>
5.15.13	Department 31:
	Deployment and Workload

	<p>OS=01 He is assigned to perform following work during their duty:</p> <ol style="list-style-type: none"> 1. Dealing with promotion, demotion and transfer of Supervisor and Artisan staff. There is total sanction strength of staff in this department 218 out of which in 157 staff are on role. 2. Maintain employee absentee register and cross check with supervisor's slip and prepare wrong punch memo. 3. Doing work regarding receipt and dispatch of department & maintain record register (2-3 outward & 1-2 inward dak per day). 4. Receiving application for PASS/PTO and send to pass section after needful entries. 5. Doing work regarding IOD cases (1-2 cases/year) 6. Doing work regarding leave sanction and updating record files & register. 7. Insure implication of PRT order – prepare sparing & joining memo for concern staff and send to concern sections. 8. Doing duty pass related work. (1-2 pass/ month). 9. Prepare Material gate pass. (1-2 pass /monthly). 10. Doing Territorial Army related work (02 times in a year). 11. Doing work in concern gang review. 12. Organizing trade test 1 to 2 times in a year. 13. Doing work regarding uniform and shoes & other safety items. 14. Preparing leave summary of SSE, JE, Clerk and Artisan staff. The sanctioned strength of SSEs is 12 and JEs is 06 out of which 11 SSEs and 03 JEs are on role. 15. Monthly updating cadre position. 16. Dealing with confidential and other miscellaneous correspondence. Issuing on an average 1-2 warning letters per Quarter. 17. Doing correspondence pertains to medical matters. 18. Dealing with on an average 2-3 cases per month related to retirement and settlement cases. 19. Performing work related to stoppage of ticket. 20. Dealing with honorarium, traveling allowance, child education allowance, leave encashment, scooter advance and computer advance applications. 21. Doing average 2-3 correspondence per month for Rajbhasha, housekeeping, sports, shop counseling, trade union and stationary etc. 22. Preparing monthly statement for incentive of supervisors and Artisan staff. 23. Dealing with T&P items and maintain record registers. 24. Replying to audit related issues. 25. Dealing matter pertains to Railway Residence. 26. Prepare material gate pass (8-10 per month). 27. Prepare weekly break down position. 28. Prepare monthly fuel consumption report. 29. Prepare monthly air & water consumption report. 30. Maintaining policy record and related correspondence.
5.15.14	<p>Critical Analysis:</p> <p>In view of the above workload 01 numbers of staff has been considered</p>

	justified.
5.15.15	Department 33 & 34:
	<p>Deployment and Workload</p> <p>OS=01 He is assigned to perform following work during their duty:</p> <ol style="list-style-type: none"> 1. Dealing with promotion, demotion and transfer of Supervisor and Artisan staff. There is total sanction strength of staff in this department 135 out of which in 93 staff are on role. 2. Maintain employee absentee register and cross check with supervisor's slip and prepare wrong punch memo. 3. Doing work regarding receipt and dispatch of department & maintain record register (2-3 outward & 1-2 inward dak per day). 4. Receiving application for PASS/PTO and send to pass section after needful entries. 5. Doing work regarding IOD cases (1-2 cases/year) 6. Doing work regarding leave sanction and updating record files & register. 7. Insure implication of PRT order – prepare sparing & joining memo for concern staff and send to concern sections. 8. Doing duty pass related work. (1-2 pass/ month). 9. Prepare Material gate pass. (1-2 pass /monthly). 10. Doing Territorial Army related work (02 times in a year). 11. Doing work in concern gang review. 12. Organizing trade test 1 to 2 times in a year. 13. Doing work regarding uniform and shoes & other safety items. 14. Preparing leave summary of SSE, JE, Clerk and Artisan staff. The sanctioned strength of SSEs is 19 and JEs is 18 out of which 06 SSEs and 03 JEs are on role. 15. Monthly updating cadre position. 16. Dealing with confidential and other miscellaneous correspondence. Issuing on an average 1-2 warning letters per Quarter. 17. Doing correspondence pertains to medical matters. 18. Dealing with on an average 3-5 cases per yearly related to retirement and settlement cases. 19. Performing work related to stoppage of ticket. 20. Dealing with honorarium, traveling allowance, child education allowance, leave encashment, scooter advance and computer advance applications. 21. Doing average 2-3 correspondence per month for Rajbhasha, housekeeping, sports, shop counseling, trade union and stationary etc. 22. Preparing monthly statement for incentive of supervisors and Artisan staff. 23. Dealing with T&P items and maintain record registers. 24. Replying to audit related issues. 25. Dealing matter pertains to Railway Residence. 26. Maintaining policy record and related correspondence.
5.15.16	<p>Critical Analysis:</p> <p>In view of the above workload 01 numbers of staff has been considered</p>

	justified.
5.17	Typist :
5.17.1	Deployment and Workload The sanctioned strength of Typist is 06 out of which 04 typist are on role. 02 typists perform their duty in E- section, 01 typist perform his duty in CPO & 01 typist CRS section. They perform typing work in concerning sections them allotted by staff.
5.17.2	Critical Analysis: As per Railway Board policy Typist cadre doesn't exist in railway. As per policy on roll staff of Typist to be redeployed in personnel cadre against vacancies and posts of Typist Staff may be surrendered. Thus above 05 Typist Staff has been considered surplus and advised to surrender forthwith.

CHAPTER 6	Summary of cadre & identified Surplus Posts
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Grade Pay		4600		4200		2800		1900		Total	
Sr. No.	Deptt.	SS	OR	SS	OR	SS	OR	SS	OR	SS	OR
1	E-sec	12	12	26	09	02	04	0	0	40	25
2	WPS & Leave	05	04	07	08	04	01	0	0	16	13
3	CRS	02	02	03	02	0	0	01	0	06	04
4	CG	02	02	03	02	0	0	01	0	06	04
5	Budget	01	01	01	0	0	0	01	0	03	01
6	CMT H/T	0	0	01	01	0	0	0	0	01	01
7	CTO	01	01	15	10	05	03	01	0	22	14
8	CPO	01	01	02	04	0	0	03	0	06	05
9	Deptt.22	0	0	02	03	01	0	01	0	04	03
10	Deptt.25	0	0	01	01	0	0	01	0	02	01
11	Deptt.26	0	0	02	02	0	0	01	0	03	02
12	Deptt.28	0	0	03	03	01	0	01	0	05	03
13	Deptt.29	0	0	01	01	01	0	0	0	02	01
14	Deptt.30	0	0	01	01	01	0	0	0	02	01
15	Deptt.31	0	0	01	01	01	0	0	0	02	01

16	Deptt.33&34	0	0	01	01	01	0	0	0	02	01
17	BTC/Drg.	0	0	0	0	01	0	0	0	01	0
18	Typist	01	0	04	04	0	0	0	0	05	04
TOTAL		25	23	74	53	18	08	11	0	128	84

Sr. No.	Deptt.	Ch.OS/ OS /Sr. Clerck /Clerk				
		SS	OR	Vac	Proposed	Surplus
1	E-sec	40	25	15	25	15
2	WPS & Leave	16	13	03	11	05
3	CRS	06	05	01	03	03
4	CG	06	04	02	03	03
5	Budget	03	01	02	02	01
6	CMT H/T	01	01	0	01	0
7	CTO	22	14	08	14	08
8	CPO	06	05	01	05	01
9	Deptt.22	04	03	01	02	02
10	Deptt.25	02	01	01	01	01
11	Deptt.26	03	02	01	02	01
12	Deptt.28	05	02	03	02	03
13	Deptt.29	02	01	01	01	01
14	Deptt.30	02	01	01	01	01
15	Deptt.31	02	01	01	01	01
16	Deptt.33&34	02	01	01	01	01
17	BTC/Drg.	01	0	01	0	01
18	Typist	05	04	01	0	05
Total		128	84	44	75	53

Summary of Projected Surplus Posts of Staff:							
Sr. No.	Designation	G. Pay	SS	OR	Vac.	Proposed	Surplus
1.	Ch.OS	4600	24	23	01	14	10
2.	OS	4200	70	49	21	40	30
3.	Sr.Clerk	2800	18	08	10	11	07
4.	jr.Clerk	1900	11	0	11	10	01
5.	Ch.OS Typist	4600	01	0	01	0	01
6.	Ch. Typist	4200	04	04	0	0	04
Total			128	84	44	75	53

CHAPTER 7	SUMMARY OF RECOMMENDATIONS
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On the basis of critical analysis of provided data as well on the basis of field observations following recommendations are being purposed:

Recommendations No.1:

After introduction of computer systems and various softwares 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 drastically. Thus the workload of office staff has reduced by two fold. On analysis of the workload assigned to staff it has been found that 75 (14 Ch. OS, 40 OS, 11 Sr. Clerks & 10 Jr. Clerks) have been considered sufficient to meet out with the existing workload. The present sanctioned strength of Ministerial & Typist staff is 128 posts {Ch. OS-24, OS-70, Sr. Clerk-18, Jr. Clerk -11, Ch. OS Typist 01 & Ch. Typist 04} out of which 53 (44 vacant) posts of Ministerial staff (10 Ch. OS, 30 OS, 07 Sr. Clerk, 01 Jr. Clerk, 01 Ch. OS Typist & 04 Ch. Typist) has been considered surplus and advised to surrender forthwith.

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 these 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.

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.

Recommendation 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.

Recommendation 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.

Recommendation 6:

Cleaning activity is performed by outside agencies. During the study work study team observed that agency don't done cleaning work as per norms. So team advised that supervisor may be taken action for improvement in cleaning activity.

Recommendation 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:

1. CG and CRS section.
2. PRT and Service sheet section.
3. Department no.-730 and 733/734 and

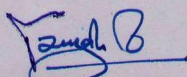
The possibility of merging of cadre of shops with less number of man power may further be explored.

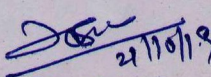
CHAPTER 8	Meeting minutes
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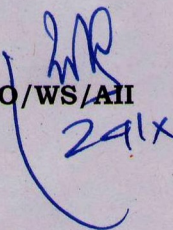
Minutes of meeting held between work study team with APO/WS(C) & WPO/WS/AII on 18.10.2019 :

1. The recommendations of Work Study Reports were briefed to WPO/WS/AII 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 128 staff, 53 staff (42 vacant) has been considered surplus and advised to surrender forthwith.
5. Certain recommendation to improve the condition of workplace and work-culture were also briefed during the meeting.

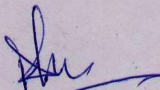
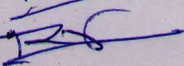
Work study team is advised that the recommendations of the Work Study Report may be implemented and ensure to surrender the 53 posts (42 vacant) of ministerial staff immediately.


AWSO/NWR/JP


APO/WS(C)/AII


WPO/WS/AII
24/10

Work study Team
(I) D K Sharma
(II) R S Khiria

With the proposal for surrender of **53 Posts** of Ministerial staff of Ajmer Carriage 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/Ch. OS Typist	44900	142400	93650	11238	104888	11	1153768	13845216
2.	OS/ Ch. Typist	35400	112400	73900	8868	82768	34	2814112	33769344
3.	Sr. Clerk	29200	92300	60750	7290	68040	07	476280	5715360
4.	Jr.Clerk	19900	63200	41550	4986	46536	01	46536	558432
Total							53	4490696	53888352

Total recurring savings of **53 surplus posts** is **Rs.538.88 lac. per annum** approximately.