



**OPTIMIZATION & INCREASING EFFICIENCY  
OF  
MINISTERIAL STAFF WORKING  
AT  
RRs, RDIs & LOBBIES,  
OVER  
JAIPUR DIVISION**

(G/HQ/WS/463/16/Lobby/Mech./JP/2019-20)

**GUIDED BY**

RAGHUVeer SINGH

AWSO /NWR/JP

**STUDIED BY**

1 KAMLESH KUMAR MEENA

CWSI-JP

2 RAJENDRA SINGH KHIRIYA

WSI-JP

**WORK STUDY ORGANIZATION  
NORTH WESTERN RAILWAY  
JAIPUR**

# EXECUTIVE SUMMARY

S. No.	16				
Study No.	G/HQ/WS/463/16/Lobby/Mech./JP/2019-20				
Subject	Optimization & Increasing Efficiency of Ministerial Staff working at RRs, RDIs & Lobbies over Jaipur division.				
Area	RRs, RDIs & Lobbies under Mechanical department over Jaipur division.				
Division	Jaipur				
Department	Mechanical				
Terms of Reference	Assessment of Man Power requirement				
Present Cadre	<b>Jaipur</b>	<b>Phulera</b>	<b>Bandikui</b>	<b>Rewari</b>	<b>Total</b>
	18	18	9	16	<b>61</b>
Proposed Cadre	15	15	8	14	<b>52</b>
Projected Surplus Man Power	<b>3</b>	<b>3</b>	<b>1</b>	<b>2</b>	<b>9</b>
Total Identified Surplus	<b>07 (09-02), 02</b> Posts transferred to EnHM deptt./JP				
Total No. of Recommendations	04				
Financial Implication	Rs. 51.08 Lac per annum.				
Month of Circulation	Dec.' 2019				

**INDEX**

<b>Chapter No.</b>	<b>Contents</b>	<b>Page No. From-To</b>
1	Introduction	4
2	Acknowledgement	5
3	Cadre Position	6
4	Deployment, Workload & Observations	7-23
5	Critical Analysis	24-26
6	Discussions at Officers' level	27
7	Summary of Recommendations	28
8	Financial Implication	29

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.

With the implementation of 7<sup>th</sup> pay commission, **the establishment charges have gone up drastically and hence manpower has become an important factor in bringing economy in the system.** In order to check the cost of manpower, the Railway administration issues guidelines 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/NWR has approved the Work Study – “Optimization & Increasing Efficiency of Ministerial Staff working at RRs, RDIs & Lobbies over Jaipur division..”

<b>CHAPTER 2</b>	<b>ACKNOWLEDGEMENT</b>
------------------	------------------------

## **2.1 Coordinating Officials of the department:**

The Study Team expresses its sincere thanks and gratitude to Sh. Man Mohan Meena, Sr.DEE (Traction)/JP, and Co-ordinator Shri O. P. Rajput, CLI/JP and also thankful to divisional staff for co-operation during the course of study.

## **2.2 Terms of Reference:**

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

- i) Review of staff vis-a-vis workload on existing working conditions.
- 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) Analyzing effect of introduction of improved technology in work process.
- iii) Holding discussions at various levels with a view to produce fruitful results.
- iv) Sample checks and spot observations.

## **2.4 Field units visited:**

Work study team has visited at Mechanical & Personnel Branch of DRM office, Jaipur and Lobby, RDI & RR of Jaipur, Phlura, Rewari and Bandikui.

CHAPTER 3	CADRE POSITION
-----------	----------------

### 3.1.0 CADRE POSITION OF CREW LOBBIES STAFF OVER JAIPUR DIVISION:

#### 3.1.1 Crew Lobby, Jaipur:

Designation	Pay-Scale	GP	SS	OR	Vac.
Ch. OS	9300-34800	4600	2	0	2
OS		4200	8	8	0
Sr. Clerk	5200-20200	2800	3	3	0
Clerk		1900	5	5	0
Total			18	16	2

#### 3.1.2 Crew Lobby, Phulera:

Designation	Pay-Scale	GP	SS	OR	Vac.
Ch. OS	9300-34800	4600	2	2	0
OS		4200	8	8	0
Sr. Clerk	5200-20200	2800	5	1	4
Clerk		1900	3	1	2
Total			18	12	6

#### 3.1.3 Crew Lobby, Rewari:

Designation	Pay-Scale	GP	SS	OR	Vac.
Ch. OS	9300-34800	4600	0	0	0
OS		4200	7	6	1
Sr. Clerk	5200-20200	2800	3	2	1
Clerk		1900	6	2	4
Total			16	10	6

#### 3.1.4 Crew Lobby, Bandikui:

Designation	Pay-Scale	GP	SS	OR	Vac.
Ch. OS	9300-34800	4600	4	3	1
OS		4200	4	4	0
Sr. Clerk	5200-20200	2800	1	1	0
Clerk		1900	0	0	0
Total			9	8	1

#### 3.1.5 Total staff working in Crew Lobbies over JP division:

Sr. No.	Lobby	SS	OR	Vac.
1.	Jaipur	18	15	3
2.	Phulera	18	12	6
3.	Rewari	16	11	5
4.	Bandikui	9	8	1
<b>Total</b>		<b>61</b>	<b>46</b>	<b>15</b>

<b>CHAPTER 4</b>	<b>DEPLOYMENT, WORKLOAD &amp; OBSERVATION</b>
------------------	---

<b>4.0.0</b>	<b>DEPLOYMENT, WORKLOAD &amp; CRITICAL ANALYSIS OF STAFF:</b>
<b>4.1.0</b>	<b>DEPLOYMENT &amp; WORKLOAD OF STAFF OF CREW LOBBY, JAIPUR:</b>
<b>4.1.1</b>	<p><b>Ch.OS=1(Incharge), He is assigned to perform following work during his duty:</b></p> <ol style="list-style-type: none"> <li>1. To look after the general supervision of 350 employees.</li> <li>2. Monitoring of Confidential Reports of Loco staff.</li> <li>3. To give reply of 2 to 3 audit report monthly.</li> <li>4. To prepared indents for Pass/PTOs and maintain record keeping of Pass/PTOs books.</li> <li>5. To prepared 02 to 04 Identity and medical cards per day of loco staff.</li> <li>6. Performs any other work assigned by the higher officials.</li> </ol> <p><b>Observations:</b></p> <p><b>It is observed that the workload allotted to this staff is found less but he is overall In-charge of lobby. Therefore, the post is considered justified.</b></p> <p><b>It is also advised by Work study team that additional workload may be allotted to this staff.</b></p>
<b>4.1.2</b>	<p><b>OS=1(D&amp;AR), He is assigned to perform following work during his duty:</b></p> <ol style="list-style-type: none"> <li>1. Deals of transfer/promotion cases and allotment of Railway quarters of 300 employees. Monthly average 10 letters deal in this regard.</li> <li>2. Deals periodical &amp; special medical examination and D&amp;AR cases of running staff. Monthly average 15 cases deal in this regard.</li> <li>3. Deals average 2-3 cases monthly related to Territorial Army.</li> <li>4. Provide data of this section for preparing of PCDO. To feed Medical card, HRMS, I-PASS formats and sent to Divisional office.</li> <li>5. Prepared PME list and training programme of all running staff once in a year and update it's as and when required.</li> </ol> <p><b>Observations:</b></p> <p><b>It is observed that in a month only 28 letters/cases and PCDO/PME related work are dealt by this staff.</b></p> <p><b>It is advised by Work study team that the workload mentioned in para 4.1.2 (OS/D&amp;AR) to be transferred to para no 4.1.5 (OS/Pass &amp; PTO).</b></p> <p><b>After this no any workload is left to this staff. Therefore, this post is considered surplus and this post may be utilized as fuel clerk at fuel point in yard.</b></p>
<b>4.1.3</b>	<p><b>OS=1(Attendance &amp; Leave), He is assigned to perform following work during his duty:</b></p> <ol style="list-style-type: none"> <li>1. To maintain muster roll and doing attendance daily of 210 running staff.</li> <li>2. To placed 15 to 20 leave application daily in file of running staff.</li> <li>3. Doing 1-2 correspondence daily related to lobby and other work.</li> <li>4. More than 15 days leave applications are put up 1- 2 times per month to competent</li> </ol>

	<p>authority for sanctioning.</p> <p><b>Observations:</b></p> <p><b>It is observed that the workload allotted to this staff is very less. He is doing only attendance of running staff in register as per CMS statement and maintains leave record and 1-2 correspondence daily related to lobby.</b></p> <p><b>It is advised by Work study team that the additional workload of para no. 4.1.4 (OS/Payment) should be allotted to this staff for justifying his duties.</b></p>
4.1.4	<p><b>OS=1 (Payment), He is assigned to perform following work during his duty:</b></p> <ol style="list-style-type: none"> <li>1. To prepared vouchers for payment of 125 non running and 250 running staff.</li> <li>2. To post absentees of staff and sent to divisional office.</li> <li>3. To feed payment on system at divisional office, Jaipur.</li> <li>4. To prepared leave account retired, transfer and deceased employees.</li> </ol> <p><b>Observations:</b></p> <p><b>It is observed that the workload allotted to this staff is found very less. Therefore, the workload of this staff to be transferred at para 4.1.3 (Attendance/Leave).</b></p> <p><b>After this no any workload is left to this staff. Therefore, this post is considered surplus and this post may be transferred to EnHM department, JP.</b></p>
4.1.5	<p><b>OS=1 (Pass/PTO), He is assigned to perform following work during his duty:</b></p> <ol style="list-style-type: none"> <li>1. Prepared 04 to 05 privilege pass and 04 to 05 PTOs per day</li> <li>2. Prepared 01 complimentary pass per day.</li> <li>3. Prepared 01 to 02 duty passes per day.</li> <li>4. Put up sick/leave related files average 4 times per month and maintain leave record of 110 employees.</li> <li>5. Deal with case imprest work. The employee performs 02 days per month cash imprest work at another unit.</li> <li>6. Performs any other work assigned by the higher officials.</li> </ol> <p><b>Observations:</b></p> <p><b>It is observed that 10-15 privilege passes &amp; PTOs are dealt per day by this staff. Other work cash imprest and sick/leave are dealt 01 &amp; 02 time in a month. Therefore, workload performs by this is very less.</b></p> <p><b>It is advised by Work study team that the additional workload of para no. 4.1.2 (D&amp;AR) to be allotted this staff for justifying his duties.</b></p>
4.1.6	<p><b>OS=1 (OT/NDA), He is assigned to perform following work during his duty:</b></p> <ol style="list-style-type: none"> <li>1. Prepared mileage summary of 210 running staff.</li> <li>2. Prepared NDA/OT of 210 running staff.</li> <li>3. To feed approx. 10 CTR on computer of LPG.</li> <li>4. Prepared monthly 10 annexure of PCDO.</li> <li>5. To calculation section-wise fortnight position of all running staff.</li> </ol>



	<p>6. Correspondence related to lobby.</p> <p>7. To calculate data for half yearly cadre review of LPG.</p> <p><b>Observations:</b></p> <p><b>It is observed that the workload allotted to this staff is found sufficient. Therefore, this Post is considered Justified.</b></p>
4.1.7	<p><b>OS=1 (SFC/GTKM), He is assigned to perform following work during his duty:</b></p> <ol style="list-style-type: none"> <li>1. Doing entries driver-wise of approx. 190 CTRs in registers.</li> <li>2. To calculate GTKM and driver-wise SFC every month.</li> <li>3. Performs any other work assigned by the higher officials.</li> </ol> <p><b>Observations:</b></p> <p><b>It is observed that the workload allotted to this staff is found sufficient. Therefore, this Post is considered Justified.</b></p>
4.1.8	<p><b>OS=1 (Lobby), He is assigned to perform following work during his duty:</b></p> <ol style="list-style-type: none"> <li>1. Maintain duty sheet of 350 running staff.</li> <li>2. Updating information of Loco Pilots on CMS i.e.-Non run, Rest, Leave, Training and PME of running staff.</li> <li>3. To maintain position of LPG and ALPs in register.</li> <li>4. To maintain and update LR/RG register of running</li> </ol> <p><b>Observations:</b></p> <p><b>It is observed that the workload allotted to this staff is found sufficient. Therefore, this Post is considered Justified.</b></p>
4.1.9	<p><b>OS=2 (RR), They are assigned to perform following work during their duty:</b></p> <ol style="list-style-type: none"> <li>1. To perform duty 08.00 hrs. to 17.00 hrs. and shift duty as a caretaker of running room.</li> <li>2. Distribution &amp; monitoring of workload of Cooks and MPKHs staff.</li> <li>3. To update occupancy management system.</li> <li>4. To maintain check –In and check-Out record on running room management system.</li> <li>5. To look after of cleaning of 15 room of running.</li> <li>6. Monitoring of cleaning of utensils and quality of food which serve to running staff.</li> <li>7. To monitor cleaning of running room linen.</li> <li>8. To look after running room miscellaneous work of running room i.e. LPG gas cylinder, medical of staff, etc.</li> </ol> <p><b>Observations:</b></p> <p><b>It is observed that the workload allotted to these staff is found very less. This workload is can be performed by one staff easily. Only a staff is working as care taker in Phulera &amp; Rewari lobbies of NWR.</b></p> <p><b>Therefore, only 01 staff is sufficient as care taker at Running Room, Jaipur and 01 staff may be utilized to Leave reserve of both RR and store ministerial staff and also assisting to store staff. Thus, both posts are considered justified.</b></p>

4.1.10	<p><b>Jr. Clerk= (RR), She is assigned to perform following work during her duty:</b></p> <ol style="list-style-type: none"> <li>1. She has been selected as clerk in sport quota so that she is perform duty half day from 08.00 hrs. to 12.00 hrs. as a caretaker at running room, Jaipur.</li> <li>2. She is assisting to update occupancy management system and other running room work.</li> <li>3. She has mostly spare for sports practice, therefore, she is not allotted any specified workload.</li> </ol> <p><b>Observations:</b></p> <p><b>It is observed that, no any specified workload allotted to this staff therefore this staff is considered surplus and this post may be used at fuel point in yard.</b></p>
4.1.11	<p><b>OS=1 (Store), He is assigned to perform following work during his duty:</b></p> <ol style="list-style-type: none"> <li>1. To maintain record keeping of T&amp;P items.</li> <li>2. Prepared Indent to procurement of safety, consumable and T&amp;P items.</li> <li>3. Distribution of above items to employees as they required.</li> <li>4. Prepared DS-8 of unserviceable items.</li> <li>5. To demand wakki takki set and issued to drivers. To maintained its and monthly position of these sent to Divisional office.</li> <li>6. To maintain record of imprest expenses and equipment of its interval.</li> <li>7. Record keeping and demand of government dak tickets.</li> <li>8. To collect money value books i.e. Pass/PTOs from General store depot, Ajmer after preparing indent.</li> <li>9. Record keeping and demand of stationery to GS/All and DSK/JP.</li> <li>10. To send pillow cover and bed sheets of running room for cleaning.</li> <li>11. Doing correspondence related to CMS, CCTV camera and R.O. water purifier.</li> <li>12. To prepared statement of PCDO and sent to divisional office.</li> <li>13. Performs any other work assigned by the higher official.</li> </ol> <p><b>Observations:</b></p> <p><b>It is observed that the workload allotted to this staff is found sufficient. Therefore, this Post is considered Justified.</b></p>
4.1.12	<p><b>OS=1/Sr. Clerk=01 (RDI), They are assigned to perform following work during his duty:</b></p> <ol style="list-style-type: none"> <li>1. To check &amp; maintained record of 01 vertical and 03 horizontal storage fuel tanks at both morning and evening per day.</li> <li>2. Doing decanting work of average 04 to 05 tanker per day.</li> <li>3. Miscellaneous work i.e. prepared PCDO, letter correspondence, reply of Inspections/ audit notes and other prepared other reports as per requirement of Divisional and HQ office.</li> <li>4. Feeding approx. 900 to 1000 entries in FMS of both RDI.</li> <li>5. To cross check BPCL online fuel issuing with manual fuel issuing vouchers.</li> <li>6. Doing approximate 100 entries of fuel tanker detail in register.</li> </ol>

	<p><b>Observations:</b></p> <p>It is observed that the workload allotted to these staff is found bit less but the nature of work is sensitive and uncertain type. Therefore, 02 staff have to depute at RDI/JP are considered Justified.</p>
4.1.13	<p><b>Fuel Clerk=1(RDI), He is assigned to perform following work during his duty:</b></p> <ol style="list-style-type: none"> <li>1. To perform work as fuel clerk.</li> <li>2. To maintain record of fuel this issued to Locos in yard.</li> </ol> <p><b>Observations:</b></p> <p>It is observed that the workload allotted to these staff is doing in shift. In other two shifts this work has been done through technical staff or fuel issuer. Therefore, all entries three shifts to be checked and recorded in registers by ministerial staff. Thus 01 post of fuel issuer ministerial is considered justified.</p>
4.1.14	<p><b>Critical Analysis:</b></p> <p>In view of above workload of staff are mentioned in above para 4.1.2 &amp; 4.1.5 is less and it can be performed by one staff easily, therefore the workload of both posts may be merged. One post may be utilized as fuel clerk at fuel point in yard.</p> <p>Similarly workloads are mentioned in above para 4.1.3 &amp; 4.1.4 is less and it can be performed by one staff easily, therefore the workload of both posts may also be merged. One post to be transferred to EnHM department, JP.</p> <p>Presently, 03 staff have been deputed at running room, Jaipur for performing work as care taker but as per existing workload only 01 staff is considered justified. Thus 01 post may be utilized as fuel clerk at fuel point in Yard and 01 post may be utilized as leave reserve of both staff of RR and Store and also assisting the work of store staff.</p> <p>It is observed that all most of data related to CTR (SFC, GTKM, wheel movement), payment of staff (NDA, OT, NHA &amp; etc.) are available at FOIS/COIS and mostly work is being done by computer system.</p> <p>Therefore, it is advised by work study team that, total 15 ministerial staff out of 18 sanctioned cadre have been sufficient to cope up existing workload and 03 staff have been considered surplus and recommended to surrendered forthwith.</p>
<b>4.2.0</b>	<b>DEPLOYMENT &amp; WORKLOAD OF STAFF OF CREW LOBBY, BANDIKUI :</b>
4.2.1	<p><b>Ch. OS=1(Incharge), He is assigned to perform following work during his duty:</b></p> <ol style="list-style-type: none"> <li>1. Overall supervision of ministerial staff.</li> <li>2. Deal with allotment of railway quarters to staff.</li> <li>3. Work related to Territorial Army.</li> <li>4. Work related to lobby inspection reports.</li> <li>5. Disposal of accounts and audit report.</li> <li>6. Disposal of Hindi correspondence, union matters and pay related work.</li> <li>7. File put to DRM office for sanctioning of leave of staff.</li> <li>8. Disposal of applications for PF advance and other loans.</li> </ol>

	<p>9. To maintained performance of employee in standard format in the case of anothriased or long absent.</p> <p>10. Prepared IOD cases.</p> <p>11. Dak received and dispatch work</p> <p>12. Performs any other work assigned by the higher official.</p> <p><b>Observations:</b></p> <p><b>It is observed that, the workload allotted to this staff is found sufficient and it is performing easily by him. Thus this Post is considered Justified.</b></p>
4.2.2	<p><b>OS =1 (Attendance/ payment), He is assigned to perform following work during his duty:</b></p> <ol style="list-style-type: none"> <li>1. To update manual attendance in register from CMS of all running staff.</li> <li>2. Maintain leave accounts &amp; prepare pay bill and salary slips of all 04 bill units (i.e. 02657,02680,02974 &amp; 02981)</li> <li>3. Prepared NDA of 17 misc. staff.</li> <li>4. Prepare leave statement, NHA statements of staff.</li> <li>5. To check and doing entry of children allowances, TA, TP, add. Running allowance in concern register.</li> <li>6. To prepare payment vouchers and posting it's on AIMS at Divisional HQ.</li> <li>7. To prepare leave accounts of retired and transferred employee and send to concern offices.</li> <li>8. Doing work related to payment of Loco staff.</li> </ol> <p><b>Observations:</b></p> <p><b>It is observed that, the workload allotted to this staff is found sufficient and it is performing easily by him. Thus this Post is considered Justified.</b></p>
4.2.3	<p><b>OS =1 (Lobby), He is assigned to perform following work during his duty:</b></p> <ol style="list-style-type: none"> <li>1. Prepare duty roster of 192 on roll running staff out of 272 sanction staff.</li> <li>2. Doing staff booking related work for 14-17 Mail/ Exp. &amp; 10 Pass. Trains and approx 25 goods trains.</li> <li>3. Doing work related to leave sanction and rest manage of above running staff.</li> <li>4. Insuring to staff sparing for PME &amp; refresher courses and other training programme.</li> <li>5. Performing any other work assigned by higher officials.</li> </ol> <p><b>Observations:</b></p> <p><b>It is observed that, the workload allotted to this staff is found sufficient and it is performing easily by him. Thus this Post is considered Justified.</b></p>
4.2.4	<p><b>Ch. OS =1 (SFC/GTKM), He is assigned to perform following work during his duty:</b></p> <ol style="list-style-type: none"> <li>1. To Calculate &amp; prepared Specific Fuel Consumption sheet and its maintained as driver-wise i.e. Mail/Exp., Pass. &amp; goods in 03 registers.</li> <li>2. To calculate GTKM.</li> </ol>

	<ol style="list-style-type: none"> <li>3. To post data on register received from CTR and fuel consumption card. To keep CTR in bundles at safe place.</li> <li>4. Prepare merit list of drivers as per fuel consumption and inform to CLIs for counseling of Loco pilots.</li> <li>5. To collect data from all section and prepared 05 annexure of PCDO.</li> </ol> <p><b>Observations:</b></p> <p><b>It is observed that, the workload allotted to this staff is found sufficient and it is performing easily by him. Thus this Post is considered Justified.</b></p>
4.2.5	<p><b>Ch. OS =1(OT &amp; NDA), He is assigned to perform following work during his duty:</b></p> <ol style="list-style-type: none"> <li>1. Received 40 to 50 CTR per day and making entries on system.</li> <li>2. Prepare vouchers of OT &amp; NDA of all running staff except ALPs.</li> <li>3. Doing intensive investigation of mileage print.</li> <li>4. To prepare 10 Hrs duty detail, Bench Marking position &amp; detail of 6 month cadre review hours.</li> <li>5. Prepare monthly meeting detail letter and send to Divisional office.</li> </ol> <p><b>Observations:</b></p> <p><b>The workload mentioned in above para is very less and same as nature of work is given para 4.2.6. Therefore, it is advised by work study team that the above workload to be allotted to staff who performing the work given in para 4.2.6 for justifying his duties. Therefore, this post is considered surplus and advised to surrender.</b></p>
4.2.6	<p><b>Sr. Clerk =1(OT &amp; NDA), He is assigned to perform following work during his duty:</b></p> <ol style="list-style-type: none"> <li>1. To print out of OT &amp; NDA of ALP, LP (Mail/Passenger) &amp; LP (Goods) from CMS and sent to pay bill branch of DRM office every month for payment after intensive checking.</li> <li>2. To calculate and prepared fortnightly overtime of all running 272 Sanctioned staff on monthly basis.</li> <li>3. To check and prepared Night duty allowance of 272 running staff on monthly basis.</li> <li>4. To calculate millage of 272 running staff on monthly basis.</li> <li>5. All data sent to DRM office monthly for making the payment of staff.</li> <li>6. To provide all information related to ALPs.</li> </ol> <p><b>Observations:</b></p> <p><b>Previously this staff was performing work related to OT, NDA and millage only 59 on roll ALPs. It was very less workload. Presently this staff is easily performing the work load mentioned in para 4.2.5 &amp; 4.2.6. Therefore, this post is justified.</b></p>
4.2.7	<p><b>OS =1(Pass/PTO &amp; DAR), He is assigned to perform following work during his duty:</b></p> <ol style="list-style-type: none"> <li>1. Doing work related to Pass &amp; PTOs of all Loco staff. At presently cadre of BKI lobby is 262 out of sanction cadre 303.</li> <li>2. At presently 400 complimentary passes account maintain and doing work related to approx. 700-750 complimentary Passes in a year for widow and retired employees.</li> <li>3. Issuing duty pass for staff who booked for refresher course, PME &amp; other training</li> </ol>

	<p>program (2-3 case/ month).</p> <ol style="list-style-type: none"> <li>4. Issuing &amp; stock maintain of duty pass and other booklets. Approx. 5-6 duty passes booklet issuing to lobby.</li> <li>5. Doing work related D&amp;AR cases. At presently 04 case of SF-11 is pending. Approx 4-5 minor and 02 major penalty cases deal every month.</li> <li>6. In D&amp; AR cases doing this work: charge sheet received form Divisional HQ and serve to employee, received defense information from employee and send to divisional HQ and imposition of NIP.</li> <li>7. Doing work regarding record maintain of 03 money value record registers, 03 pass record registers 01 D&amp; AR record register.</li> </ol> <p><b>Observations:</b></p> <p><b>It is observed that 6-10 privilege passes &amp; PTOs are dealt per day by this staff and other D&amp;AR and record keeping of register also maintained by this staff. It is bit less workload. Therefore, it is advised by Work study team that the additional workload should be allotted to this staff for justifying his duties.</b></p>
4.2.8	<p><b>OS =1 (PME, Tfr.&amp; Training), He is assigned to perform following work during his duty:</b></p> <ol style="list-style-type: none"> <li>1. Doing work related to transfer &amp; promotion of running &amp; misc. staff. Total 55 employees transferred at BKL lobby from Jan.2019 to Oct.2019. 20 employees resume duty at BKL lobby and 35 employees transfer from BKL lobby to other lobbies.</li> <li>2. Doing work related to PME &amp; all types of training of running staff. Total 282 employees spared for training and 82 employees spared to Central Hospital, Jaipur for PME from Jan. 2019 to Oct. 2019.</li> <li>3. To maintain muster rolls of 26 misc. staff.</li> <li>4. Doing correspondence related to run over &amp; PCDO.</li> <li>5. Doing work as LR/RG at centralized lobby as OS Lobby in his absence.</li> </ol> <p><b>Observations:</b></p> <p><b>Only 55 employees were transferred at BKL lobby in last 10 months. So that only 05 cases or approx. 3 hrs workload deal in a month. Similarly 282 employees deal with training and 82 employees deals with PME in last 10 months so that only average 36 cases deal of both activities in a month. Maintained muster roll of 26 misc staff and correspondence regarding run over and PCDO work is also very less. Therefore, it is advised by Work study team that the additional workload should be allotted to this staff for justifying his duties.</b></p>
4.2.9	<p><b>Ch.OS=1 (Stores), He is assigned to perform following work during his duty:</b></p> <ol style="list-style-type: none"> <li>1. To maintain record keeping of T&amp;P items.</li> <li>2. Prepared Indent to procurement of safety, consumable and T&amp;P items.</li> <li>3. Distribution of above items to employees as they required.</li> <li>4. Prepared DS-8 of unserviceable items.</li> <li>5. To demand wakki takki set and issued to drivers. To maintained its and monthly position of these sent to Divisional office.</li> <li>6. To maintain record of imprest expenses and equipment of its interval.</li> </ol>

	<p>7. Record keeping and demand of government dak tickets.</p> <p>8. To collect money value books i.e. Pass/PTOs from General store depot, Ajmer after preparing indent.</p> <p>9. Record keeping and demand of stationery to GS/All and DSK/JP.</p> <p>10. To send pillow cover and bed sheets of running room for cleaning.</p> <p>11. Doing correspondence related to CMS, CCTV camera and R.O. water purifier.</p> <p>12. To prepared statement of PCDO and sent to divisional office.</p> <p>13. Performs any other work assigned by the higher official.</p> <p><b>Observations: It is observed that, the workload allotted to this staff is found sufficient and it is performing easily by him. Thus this Post is considered Justified.</b></p>
<b>4.2.10</b>	<p><b>Critical Analysis:</b></p> <p><b>In view of above workload of staff are mentioned in above para 4.2.5 &amp; 4.2.6 is less and performed by one staff easily, therefore the workload of both posts may be merged. Thus 01 post is considered surplus and advised to surrender.</b></p> <p><b>Similarly in view of above workload of staff are mentioned in above para 4.2.7 &amp; 4.2.8 is bit less, therefore the workload of both staff should be allotted to justified their duties.</b></p> <p><b>Thus, in view of the existing work load of Lobby Bandikui, total 08 Ministerial staff have been considered justified. Therefore, 01 staff out of sanctioned cadre 09 have been considered surplus and advised to surrender forthwith.</b></p>
<b>4.3.0</b>	<b>DEPLOYMENT &amp; WORKLOAD OF STAFF OF CREW LOBBY, PHULERA:</b>
<b>4.3.1</b>	<p><b>Ch. OS=1 (Incharge), He is assigned to perform following work during his duty:</b></p> <ol style="list-style-type: none"> <li>Overall supervision of section.</li> <li>Deal with all letter received from e-dak and PC messages.</li> <li>To check and sign on passes/PTOs and medical memo of running staff.</li> <li>To check and forward applications of employees.</li> <li>Deal with employees grievances.</li> <li>Work related to transfer and promotion of employees.</li> <li>Work related to leave, sick and training of 350 running employees.</li> <li>Doing work related to allotment of railway quarters to staff.</li> <li>Prepared leave record and sent to divisional office of to be retired employees.</li> <li>Doing work related to PCDO, RTI and police cases.</li> <li>Doing work related to APAR and income tax.</li> <li>Performs any other work assigned by the higher official.</li> </ol> <p><b>One post is vacant so that following additional work has been done by his:</b></p> <ol style="list-style-type: none"> <li>Doing work related to D&amp;AR cases of all running employees.</li> <li>To maintain personal and leave files of employees.</li> </ol>

	<p><b>Observations:</b></p> <p><b>As per existing workload this post is found Justified.</b></p>
4.3.2	<p><b>Sr. Clerk (SFC/GTKM) =1, He is assigned to perform following work during his duty:</b></p> <ol style="list-style-type: none"> <li>1. Doing entries of 130 ticket per day in register after its scrutiny in alphabetically order of mail, passenger and goods trains.</li> <li>2. To calculate GTKM of all goods train and also calculate SFC of each Loco pilot. Position of SFC is send to Jodhpur and divisional office, Jaipur.</li> <li>3. To prepare fuel register by assisting from three other registers in every month.</li> </ol> <p><b>Observations:</b></p> <p><b>As per existing workload this post is found Justified.</b></p> <p><b>It is advised by Work study team that the data related SFC, GTKM &amp; Wheel movement of running staff may be feed in Microsoft excel sheet and calculated by formulas for easy, fast and correct information.</b></p>
4.3.3	<p><b>OS =1 (Fortnight &amp; 10 Hrs.), He is assigned to perform following work during his duty:</b></p> <ol style="list-style-type: none"> <li>1. To print out of fortnight period after downloading it's from system twice in a month of 700 employees.</li> <li>2. Prepared 10 hrs positions every month.</li> <li>3. To feed overtime and NDA data in a system twice in a month and disposal of any complaint regard NDA &amp; OT.</li> <li>4. Prepared PCDO data every month.</li> <li>5. Prepared cadre review position twice in a year.</li> <li>6. Prepared 9 hrs. &amp; RTI position twice in a Month.</li> </ol> <p><b>Observations:</b></p> <p><b>It is observed that the workload allotted to this post is found very less. Thus additional work load should be allotted to this staff for justify his duty.</b></p>
4.3.4	<p><b>OS =1 (HOER), He is assigned to perform following work during his duty:</b></p> <ol style="list-style-type: none"> <li>1. Doing entries of deduction in register after checking from approx. 130 tickets.</li> <li>2. To print out fortnight statement and to check overtime of 350 employees.</li> <li>3. To tally attendance of LPG and ALP with CMS print to attendance register. Prepared CR and C. off staff.</li> <li>4. To deduct Sunday and rest hrs of employees which have been gone to training.</li> <li>5. Doing total of running room rest and spare hrs. for preparing of PCDO.</li> <li>6. To calculate spare hours of LPG and LPP fro CMS print.</li> <li>7. Performing any other work assigned by higher officials.</li> </ol> <p><b>Observations:</b></p> <p><b>It is observed that the workload allotted to this post is found very less. Thus additional work load should be allotted to this staff for justify his duty.</b></p>



4.3.5	<p><b>OS =1 (HOER), He is assigned to perform following work during his duty:</b></p> <ol style="list-style-type: none"> <li>1. To collect average 130 ticket per day from lobby and doing scrutiny as date-wise and section-wise i.e.-MJ, RE, BKI, MTD &amp; SWM.</li> <li>2. To calculate time of wheel movement and running room rest of running staff from ticket.</li> <li>3. Doing work related to manage fortnight statement i.e. print out, binding, after checking prepared set in three copies and stamp on all pages of fortnight statement.</li> <li>4. Performing any other work assigned by higher officials.</li> </ol> <p><b>Observations:</b></p> <p><b>It is observed that the workload allotted to this staff is less. It is advised that to allot additional workload to this staff to justified his duty.</b></p> <p><b>It is advised by Work study team that the workload of above 03 staff mentioned in para 4.3.3 to 4.3.5 which are deployed for HOER &amp; Fortnight/10 hours sections is very less. These workload are can be performed by 02 staff easily. Therefore the workload of these staff should be redistributed in 02 staff. 01 post is considered surplus 01 post may be utilized as leave reserve of both staff of RR and RDI and also assisting the work of RDI staff.</b></p>
4.3.6	<p><b>OS =1 (Pass/PTO), He is assigned to perform following work during his duty:</b></p> <ol style="list-style-type: none"> <li>1. Prepared average 10 to 12 privilege passes &amp; PTOs and 01 to 02 duty &amp; special passes per day.</li> <li>2. Prepared 01 medical memo per day of running staff.</li> <li>3. Prepared PME list monthly.</li> <li>4. Doing work related to average 01 Bank and PF loan form received from running staff.</li> <li>5. To collect &amp; check pass deceleration form.</li> <li>6. Issuing school passes 01to 02 per month.</li> <li>7. Prepared muster roll register of running staff monthly.</li> <li>8. Sick commutation file is sent to Divisional office monthly.</li> <li>9. To entree leave sick of running staff in muster roll.</li> <li>10. To prepare indents of Pass/PTOs books and after receiving to make record keeping of same.</li> <li>11. To issue pass book to lobby staff.</li> </ol> <p><b>Observations:</b></p> <p><b>It is observed that only 10 privilege passes &amp; PTOs are dealt per day by this staff. Other work PME list &amp; Medical memo and record keeping of register, etc. are also not more. Therefore, average workload performs per day by the staff is less. Work study team is advised that the additional workload of para no. 4.3.1(D&amp;AR work only) should be allotted to this staff for justifying his duties.</b></p>
4.3.7	<p><b>OS =1 (Attendance/NDA), He is assigned to perform following work during his duty:</b></p> <ol style="list-style-type: none"> <li>1. To prepared &amp; monitor of muster roll of 55 misc staff.</li> <li>2. To prepared absentee statement &amp; NDA/NHA of 55 misc staff.</li> </ol>

	<ol style="list-style-type: none"> <li>3. To maintain leave accounts of 55 misc. staff.</li> <li>4. To check and put up of tuition fees form of 55 misc. staff.</li> <li>5. To update manual attendance register of 450 running staff from CMS.</li> <li>6. To maintain leave accounts of 450 running staff.</li> <li>7. To prepared absentee statement &amp; NDA/NHA of 450 misc staff.</li> <li>8. Doing work related to payment of Loco &amp; running staff.</li> </ol> <p><b>Observations:</b></p> <p><b>As per existing workload this post is found Justified.</b></p>
4.3.8	<p><b>OS=1 (Lobby), He is assigned to perform following work during his duty:</b></p> <ol style="list-style-type: none"> <li>1. Maintain duty sheet of 14 mail/Exp., 14 passengers and 01-02 weekly trains running staff.</li> <li>2. Updating information of Loco Pilots on CMS i.e.-Non run, Rest, Leave, Training and PME of running staff.</li> <li>3. To maintain position of LPG and ALPs in register.</li> <li>4. To maintain and update LR/RG register of running</li> </ol> <p><b>Observations:</b></p> <p><b>It is observed that the workload allotted to this staff is found sufficient. Thus this Post is found Justified.</b></p>
4.3.9	<p><b>OS=1 (RR), He is assigned to perform following work during his duty:</b></p> <ol style="list-style-type: none"> <li>1. To perform duty 08.00 hrs. to 17.00 hrs. as a caretaker of running room.</li> <li>2. Distribution &amp; monitoring of workload of Cooks and MPKHs staff.</li> <li>3. To maintain check –In and check-Out record on running room management system.</li> <li>4. To look after of cleaning of 15 room of running.</li> <li>5. Monitoring of cleaning of utensils and quality of food which serve to running staff.</li> <li>6. To monitor cleaning of running room linen.</li> <li>7. To look after running room miscellaneous work of running room i.e. LPG gas cylinder, medical of staff, etc.</li> </ol> <p><b>Observations:</b></p> <p><b>It is observed that the workload allotted to this staff is found sufficient. Thus this Post is found Justified.</b></p>
4.3.10	<p><b>Ch.OS=1 (Stores), He is assigned to perform following work during his duty:</b></p> <ol style="list-style-type: none"> <li>1. Doing regular entries in stock register of approx. 10 items received per month and 15 to 20 items issued per day.</li> <li>2. To prepared, check and forward bills of 04 contractual work to concern officials on monthly basis.</li> <li>3. To maintain cash imprest of Rs.20000 for running room &amp; DSL shed Phulera.</li> <li>4. Issued consumable items to 400 employees and entries of these items made in register.</li> </ol>

	<ol style="list-style-type: none"> <li>5. To Prepare DS-8 of condemn items and prepared indent of T&amp;P and consumable items for drawing from store.</li> <li>6. To maintain cash imprest of Rs.100 for collecting and issuing stamp ticket.</li> <li>7. To prepared monthly statement and send to divisional office.</li> <li>8. To prepare AAC and sent to divisional office annually.</li> <li>9. Inspect store items to store inspector.</li> <li>10. All correspondence related to stores matter.</li> <li>11. Performs any other work assigned by the higher official.</li> </ol> <p><b>Observations:</b></p> <p><b>It is observed that the nature of work of store is as sensitive; therefore one additional staff to be required for stacking of items in racks and handover to running staff. Thus, 01 ministerial staff which has already working in this section is justified and 01 additional office assistant staff is required for assisting them.</b></p>
4.3.11	<p><b>OS=2 (RDI), They are assigned to perform following work during his duty:</b></p> <ol style="list-style-type: none"> <li>1. To check &amp; maintained record of 03 vertical and 02 underground fuel storage tanks at both morning and evening time per day.</li> <li>2. Average 165 KL fuel issued per day.</li> <li>3. Doing tally with pump room diary to yard diary.</li> <li>4. Doing decanting work of average 02 to 03 tanker per day.</li> <li>5. Doing entries online system of fuel issuing in 03 shifts.</li> <li>6. Prepared &amp; print out fuel statement and send to DRM &amp; HQ office.</li> <li>7. Prepared return TC against TC received from other sheds.</li> <li>8. To maintain attendance register of 20 staff.</li> <li>9. To allot work and deployed staff as per requirement.</li> <li>10. Doing decanting work of average 04 to 05 tanker per day.</li> <li>11. Feeding data related to fuel issuing and receipt in FMS.</li> <li>12. Maintain approx. 11 registers for different positions of fuel.</li> </ol> <p><b>Observations:</b></p> <p><b>It is observed that the workload allotted to these staff is found sufficient. Therefore, 02 staff have to depute at RDI, FL are found Justified. The nature of work is sensitive and urgent type so that at the time of leave the staff 01 more additional staff may be provided from lobby staff for maintain smooth working.</b></p>
4.3.12	<p><b>Critical Analysis:</b></p> <p><b>In view of above workload of staff are mentioned in above para 4.3.6 is less. Therefor it is advised by work study team that the additional workload of para no. 4.3.1(D&amp;AR work only) should be allotted to this staff for justifying his duties.</b></p> <p><b>The workload of staff are mentioned in above para 4.3.3 to 4.3.5 is found very less. It is found that these workload can be performed by 02 staff easily. Therefore the workload of these staff should be redistributed in 02 staff. 01 post may be utilized as leave reserve</b></p>

	<p>of both staff of RR and RDI and also assisting the work of RDI staff.</p> <p>It is also advised by work study team that, 03 staff is required as fuel clerk at fuel point in yard to up keeping the record of fuel.</p> <p>Thus, in view of the existing work load of Lobby Phulera, total 15 Ministerial staff have been considered justified. Therefore 03 staff out of sanctioned cadre 18 have been considered surplus and advised to surrender immediately.</p>
<b>4.4.0</b>	<b>DEPLOYMENT &amp; WORKLOAD OF STAFF OF CREW LOBBY, REWARI:</b>
<b>4.4.1</b>	<p><b>OS =1 (Attendance/Payment), He is assigned to perform following work during his duty:</b></p> <ol style="list-style-type: none"> <li>1. To take attendance of ALP, Sr. ALP, LPG, LPP, LPM and other officials by CMS &amp; attendance register. Prepared payment in computer and vouchers.</li> <li>2. Prepared absentee statement and maintain leave record of running staff of both divisions.</li> <li>3. Prepared &amp; send OT/TA &amp; other statements of running staff of both divisions.</li> <li>4. Prepared spare memos, transfer letters of staff of both divisions.</li> <li>5. Issued ID &amp; medical card of running staff as per their demand.</li> <li>6. To submit voucher of payment with NDA, OT, Tuition fees, TA, name noting form.</li> </ol> <p><b>Observations:</b></p> <p>It is observed that the workload allotted to this staff is found more. Presently 01 staff is deputed for helping to for preparing of payment but this staff is sportsman and he is almost spare for sport activities. Therefore 01 regular staff is required to helping for preparing payment.</p>
<b>4.4.2</b>	<p><b>Jr. Clerk, He is assigned to perform following work during his duty:</b></p> <ol style="list-style-type: none"> <li>1. This staff was recruiting in sport quota and presentably he is utilized in sport activities being nominated as coach of wrestling by sport authorities. Therefore no any specified workload has been allotted to this staff. Whenever he is available in lobby office he assisting to payment clerk.</li> </ol> <p><b>Observations:</b></p> <p>It is observed that workload of this post is Justified. Therefore 01 regular staff is required to helping for preparing payment.</p>
<b>4.4.3</b>	<p><b>OS =1 (HOER), He is assigned to perform following work during his duty:</b></p> <ol style="list-style-type: none"> <li>1. To Prepare 10 hrs positions of LPGs/RE of JP division LPGs/RE of Bikaner division every month.</li> <li>2. To print out of fortnight period after downloading it's from system twice in a month of LPGs &amp; ALPs of both divisions.</li> <li>3. Prepared spare position of LPGs &amp; ALPs of both divisions..</li> <li>4. To prepare out of head quarter rest of LPGs of both divisions.</li> <li>5. To prepare pre departure position of LPGs of both divisions.</li> <li>6. Sorting out of list for training and PME of running staff of both divisions.</li> <li>7. Sorting out of LPGs kilometer and calculated weighted and actual kilometer.</li> </ol>

	<p>8. Prepared monthly duty hrs. of LPGs of JP division as 9 hrs. duty, 9-11 hrs duty, 11-12 hrs duty and above duty is calculated in percentage. Preparing cadre review duty hrs. position of LPGs of both divisions as per name wise.</p> <p>Note- All positions are preparing from CMS. Hence no fixed time for any position can be decided. It is depend on speed &amp; availability of CMS availability. Calculation done on computer system after data collecting from CMS. All position required by Divisional and HQ office have been prepared as priority basis.</p> <p><b>Observations:</b></p> <p><b>It is observed that the workload allotted to this staff is found more. Therefore, 01 more additional staff is required for preparing and calculating the HOER positions. Thus, 02 posts is required and justified for above work.</b></p>
4.4.4	<p><b>OS =1 (Pass/PTO), He is assigned to perform following work during his duty:</b></p> <ol style="list-style-type: none"> <li>1. Prepared average 25 privilege passes &amp; PTOs and 03 to 05 duty &amp; special passes per day.</li> <li>2. Deals D&amp;AR cases of running employees of both divisions.</li> <li>3. To maintain record of quarters of both divisions.</li> <li>4. Collection, demand and distribution of stationary of approx. 260 employees of both divisions.</li> <li>5. To maintain registers of Passes and PTOs for all staff of both divisions.</li> </ol> <p><b>Observations:</b></p> <p><b>It is observed that the workload allotted to this staff is found sufficient. Thus this Post is found Justified.</b></p>
4.4.5	<p><b>OS=1(Lobby), He is assigned to perform following work during his duty:</b></p> <ol style="list-style-type: none"> <li>1. Maintain duty sheet of 14 mail/Exp., 14 passengers and 01-02 weekly trains running staff.</li> <li>2. Updating information of Loco Pilots on CMS i.e.-Non run, Rest, Leave, Training and PME of running staff.</li> <li>3. To maintain position of LPG, LPM, LPP and ALPs in register.</li> <li>4. To maintain and update LR/RG register of running</li> <li>5. Deputing running staff for electric training as per HQ guidelines and maintain record.</li> </ol> <p><b>Observations:</b></p> <p><b>It is observed that the workload allotted to this staff is found sufficient. Thus this Post is found Justified.</b></p>
4.4.6	<p><b>OS=1(RR &amp; Store/JP), He is assigned to perform following work during his duty:</b></p> <ol style="list-style-type: none"> <li>1. To perform duty as a caretaker of Loco Pilot and Guard running room.</li> <li>2. To look after the cleaning of rooms of both running rooms.</li> <li>3. To monitor cleaning of running room linen.</li> <li>4. Doing regular entries in stock register of received and dispatched of 104 running staff and both running rooms.</li> </ol>

	<p>5. To prepared, check and forward bills of 04 contractual works (Running Room, Vehicle for running staff, Line box and Sand contractor) to concern officials on monthly basis.</p> <p>6. To maintain cash imprest of Rs.10, 000 for running room, Lobby &amp; RDI/RE.</p> <p><b>Observations:</b></p> <p><b>It is observed that the separate store is providing for RR, in other lobbies of NWR. Therefore the workload of this staff may be transferred to Staff witch deal store work of BKN division store. The workload of this RR staff is found sufficient and post is justified.</b></p>
4.4.7	<p><b>Sr. Clerk=1 (Stores/BKN), He is assigned to perform following work during his duty:</b></p> <ol style="list-style-type: none"> <li>1. Doing regular entries in stock register of approx. 10 items received per month and 15 items issued per day.</li> <li>2. Issued consumable items to 135 employees and entries of these items made in register.</li> <li>3. To Prepare DS-8 of condemn items and prepared indent of T&amp;P and consumable items for drawing from store.</li> <li>4. To prepared monthly statement and send to divisional office.</li> <li>5. All correspondence related to stores matter.</li> <li>6. Prepared CUG bills and send to bill section for recovery.</li> <li>7. Issuing and deposit CUG SIM, at the time of transfer &amp; promotion of running staff.</li> <li>8. Performs any other work assigned by the higher official.</li> </ol> <p><b>Observations:</b></p> <p><b>It is observed that the separate store is providing for JP &amp; BKN division running staff. In other lobbies of NWR, the store work dealt by 01 staff. Therefore the workload is mentioned in above para 4.4.6 may be transferred to Staff witch deal store work of BKN division store to justifying their duties.</b></p>
4.4.8	<p><b>OS=2 (RDI), They are assigned to perform following work during their duty:</b></p> <ol style="list-style-type: none"> <li>1. To check &amp; maintained record of 01 vertical tank of 240 KL capacity and 03 underground fuel storage tanks of 70 KL capacity each at both morning and evening time per day.</li> <li>2. Average 80 KL fuel issued per day.</li> <li>3. Doing tally with pump room diary to yard diary.</li> <li>4. Doing decanting work of average 04 to 05 tanker per day.</li> <li>5. Doing entries online system of fuel issuing in 03 shifts.</li> <li>6. Prepared &amp; print out fuel statement and send to DRM &amp; HQ office.</li> <li>7. Prepared return TC against TC received from other sheds.</li> <li>8. To maintain attendance register of 18 staff.</li> <li>9. To allot work and deployed staff as per requirement.</li> <li>10. To maintain different fuel position registers.</li> </ol> <p><b>Observations:</b></p> <p><b>It is observed that the workload allotted to these staff is found sufficient. Therefore, 02 staff have to depute at RDI, Rewari are found Justified.</b></p>

4.4.9	<p><b>Fuel Clerk=1(RDI), He is assigned to perform following work during his duty:</b></p> <ol style="list-style-type: none"> <li>1. To perform work as fuel clerk in roster duty.</li> <li>2. To maintain record of fuel this issued to Locos in yard.</li> </ol> <p><b>Observations:</b></p> <p>It is observed that the workload allotted to this staff is doing in shift. In other two shifts this work has been done through technical staff or fuel issuer. Therefore, all entries three shifts to be checked and recorded in registers by ministerial staff. Thus 01 post of fuel issuer ministerial is considered justified.</p> <p>It is also advised by work study team that 02 additional fuel clerk staff may be required in yard to maintained the record of fuel.</p>
4.4.10	<p><b>Jr. Clerk=1(RDI), He is assigned to perform following work during his duty:</b></p> <ol style="list-style-type: none"> <li>1. This staff was recruited in blind quota. Presently he is deputed in RDI/RE and no any specified workload be allotted to this staff.</li> </ol> <p><b>Observations:</b></p> <p>It is observed that the no any specified workload be allotted to this staff because no such type of workload available in RDI/RE which performed by this staff. It is also observed that only 02 ministerial staff are sufficient to cope up existing workload of RDI/RE. Thus post is considered surplus and advised to surrender.</p> <p>It is also advised by work study team that to avoid any casualty, this staff may be utilized at divisional office for light job.</p>
4.4.11	<p><b>Sr. Lobby Operator (SFC/GTKM) =1, He is performing following work during his duty:</b></p> <ol style="list-style-type: none"> <li>1. To collect average 150 to 200 CTR from running staff of both divisions per day.</li> <li>2. Doing entries of above CTRs per day in register after its scrutiny in alphabetically order of mail, passenger and goods trains, shed-wisw and employees-wisw.</li> <li>3. To calculate GTKM of all goods train and also calculate SFC of each Loco pilot of both divisions. Positions of SFC &amp; GTKM are send to Bikaner and divisional office, Jaipur.</li> </ol> <p><b>Observations:</b></p> <p>As per existing workload this post is found Justified but these workloads have been done by Sr. Lobby Operator. In all lobbies of NWR this work has been done by ministerial staff. Therefore 01 staff is required for calculating of SFC/GTKM at RE/Lobby.</p>
4.4.12	<p><b>Critical Analysis:</b></p> <p>In view of above workload of staff are mentioned in above para 4.4.1 is found more; therefore 01 more additional regular staff may be deputed to manage payment work smoothly.</p> <p>Presently, separate staff are deputed for store work of running staff of JP and running staff BKN. It is advised by work study team that both stores may be merged and deployed only 01 staff to manage the work as other lobbies of NWR.</p> <p>It is observed that the workload allotted to staff mentioned above para 4.4.10 is not specified. Therefore this staff may be used at divisional office. Thus, this post is considered surplus and advised to surrender. It is also advised by work study team that to avoid any casualty, this staff may be utilized at divisional office &amp; other locations for light job.</p> <p>Thus, in view of the existing work load at Rewari Lobby, 14 Ministerial staff have been justified. Therefore 02 staff out of sanctioned cadre 16 have been considered surplus and advised to surrender.</p>

**5.0 CRITICAL ANALYSIS STAFF WORKING AT CREW LOBBIES OVER JAIPUR DIVISION:**

It is observed that, 04 lobbies have been situated at different locations of NWR for smooth train operation in NWR. The ministerial staff have been deployed of all lobbies for transfer, promotion, payment, leave record, PME, training, etc. for running staff. Other data also calculated and prepared by ministerial staff i.e. SFC of Loco Pilots, GTKM, wheel movement, overtime, NDA and NHA, etc. from CTR. Now in days these information are easily available on FOIS and COIS and due to computerization its easy to calculated and prepared in any required formation. Therefore workload of these staff is reduced. The critical analysis have been done by work study team which workload performed by existing staff. The following observations are given below:

**5.1 CREW LOBBY, JAIPUR:**

- 5.1.1 15 Ministerial Staff have been deployed at Lobby, RDI & Running Room at Jaipur.
- 5.1.2 Jaipur is Headquarter of 281 Crews (Loco pilot Goods & Passenger).
- 5.1.3 Running room of Jaipur is equipped with 83 beds in 12 beds for providing resting facilities to running staff.
- 5.1.4 Average occupancy of Running Room at Jaipur is 95 persons per day.
- 5.1.5 780 KL fuel have been issued per day at Jaipur RDI.
- 5.1.6 **Recommendation:**

**In view of above, it is found that 15 staff against 18 sanctioned cadre will be sufficient to cope up the existing workload at Jaipur crew lobby and 03 posts have been considered surplus and advised to surrender forthwith.**

**5.2 CREW LOBBY, PHULERA:**

- 5.2.1 12 Ministerial Staff have been deployed at Lobby, RDI & Running Room at Phulera.
- 5.2.2 Phulera Railway station is Headquarter of 450 Crews (Loco pilot Goods & Passenger).
- 5.2.3 Running room of Phulera is equipped with 53 beds in 11 beds for providing resting facilities to running staff.
- 5.2.4 Average occupancy of Running Room at Phulera is 55 persons per day.
- 5.2.5 780 KL fuel have been issued per day at Phulera RDI.
- 5.2.6 **Recommendation:**

**In view of above, it is found that 15 staff against 18 sanctioned cadre will be sufficient to cope up the existing workload at Phulera crew lobby and 03 posts have been considered surplus and advised to surrender forthwith.**

**5.3 CREW LOBBY, REWARI:**

- 5.3.1 12 Ministerial Staff have been deployed at Lobby, RDI & Running Room at Rewari.
- 5.3.2 Rewari Railway Station is Headquarter of 128 Crews (Loco pilot Goods & Passenger) of BKN division and 112 Crews (Loco pilot Goods & Passenger) of Jaipur division.
- 5.3.3 There are two separate running rooms, one is for Guards with 33 beds in 13 rooms and another is for Loco Pilots with 83 beds in 39 rooms for resting facilities.



5.3.4 Average occupancy of Loco Pilot Running Room is 130 persons per day and in Guard Running Room is 41 persons per day.

5.3.5 780 KL fuel have been issued per day at Rewari RDI.

5.3.6 **Recommendation:**

**In view of above, it is found that 14 staff against 16 sanctioned cadre will be sufficient to cope up the existing workload at Rewari crew lobby and 02 posts have been considered surplus and advised to surrender forthwith.**

5.4 **CREW LOBBY, BANDIKUI:**

5.4.1 Total 08 Staff have been deployed at Running Room at Bandikui.

5.4.2 Bandikui is Headquarter of 282 Crews (Loco pilot Goods & Passenger).

5.4.3 Running Room is not facilitated at Bandikui Station. Only two trains are terminated and originate at Bandikui Railway Station. Therefore Rest house facilities are being provided for loco pilots & Guards for movement of these trains.

5.4.4 **Recommendation:**

**In view of above, it is found that 08 staff against 09 sanctioned cadre will be sufficient to cope up the existing workload at Bandikui crew lobby and 01 post has been considered surplus and advised to surrender forthwith.**

5.5 **Recommendation:**

**It is observed that the data of CTR are using as duplicity of work for calculating required information. It is advised by work study team that, these data related SFC, GTKM & Wheel movement, Overtime, NDA, etc. of running staff should be fed in Microsoft excel sheet and calculated by formulas for easy, fast and correct information.**

5.6 **Recommendation:**

**It is observed that the sufficient computer systems are not available in lobbies and most of correspondences are doing manually by ministerial staff. It is casing of more man power requirement. It is also found that some works are doing both modes i.e. manually and computerized. It is advised that more computer system should be provided to NWR lobbies for improving working efficiency of staff.**

5.7 **Recommendation:**

**It is observed that the no any specified workload be allotted to staff which recruit in blind quota, because no such type of workload available in RDI/RE which performed by this staff. It is also advised by work study team that to avoid any casualty, this staff may be utilized at divisional office & other locations for light job.**

## 5.8 SUMMARY OF IDENTIFIED SURPLUS POSTS:

### 5.8.1 Crew Lobby, Jaipur:

Sr. No.	Designation	Pay-Scale	GP	SS	OR	Vac.	Proposed	Identified surplus
1.	Ch. OS	9300-34800	4600	2	1	1	2	0
2.	OS		4200	8	11	-3	8	0
3.	Sr. Clerk	5200-20200	2800	3	1	2	3	0
4.	Jr. Clerk		1900	5	2	3	2	3
Total				18	15	3	15	3

### 5.8.2 Crew Lobby, Bandikui:

Sr. No.	Designation	Pay-Scale	GP	SS	OR	Vac.	Proposed	Identified surplus
1.	Ch. OS	9300-34800	4600	4	3	1	3	1
2.	OS		4200	4	4	0	4	0
3.	Sr. Clerk	5200-20200	2800	1	1	0	1	0
4.	Jr. Clerk		1900	0	0	0	0	0
Total				9	8	1	8	1

### 5.8.3 Crew Lobby, Phulera:

Sr. No.	Designation	Pay-Scale	GP	SS	OR	Vac.	Proposed	Identified surplus
1.	Ch. OS	9300-34800	4600	2	2	0	2	0
2.	OS		4200	8	9	-1	8	0
3.	Sr. Clerk	5200-20200	2800	5	1	4	3	2
4.	Jr. Clerk		1900	3	0	3	2	1
Total				18	12	6	15	3

### 5.8.4 Crew Lobby, Rewari:

Sr. No.	Designation	Pay-Scale	GP	SS	OR	Vac.	Proposed	Identified surplus
1.	Ch. OS	9300-34800	4600	0	0	0	2	-2
2.	OS		4200	7	7	0	7	0
3.	Sr. Clerk	5200-20200	2800	3	2	1	3	0
4.	Jr. Clerk		1900	6	2	4	2	4
Total				16	11	5	14	2

### 5.8.5 Total staff working in Crew Lobbies over JP division:

Sr. No.	Lobby	SS	OR	Vac.	Proposed	Identified surplus
1.	Jaipur	18	15	1	15	3
2.	Bandikui	9	8	1	8	1
3.	Phulera	18	12	6	15	3
4.	Rewari	16	11	5	14	2
<b>Total</b>		<b>61</b>	<b>46</b>	<b>13</b>	<b>52</b>	<b>9</b>

#### Note:-

Sr.DME (EnHM& Power)/JP has advised that 02 posts of ministerial staff to be transferred to EnHM department, Jaipur. Therefore only 07 (09-02) posts can be surrendered as per recommendations of work study report.

**6.1 Discussion at officer's level:****Minutes of meeting held with Sr.DME (EnHM & Power)/JP on 27.12.2019**

The recommendations of work study report of Ministerial staff which working at crew lobbies over Jaipur division were briefed and discussed with Sr. DME (EnHM & Power)/Jaipur by AWSO/JP. The work study has been carried out on the basis of actual requirement of staff as per existing workload. The workload of ministerial staff of lobbies has been drastically reduced, due to introduction of softwares i.e. FOIS, COIS & computerization system in offices. The information are easy to access, calculate and prepared in required formation by these systems. The following recommends are accepted by above officers:


In view of above the 51 ministerial staff out of sanctioned cadre 60 in Lobbies over Jaipur division are sufficient to meet out with existing workload. Thus, **09 Posts {Jaipur-03, Phulera-03, Bandikui-01 & Rewari-02}** of Ministerial staff have been considered surplus and advised to surrender forthwith.

Sr. DME (EnHM & Power)/Jaipur has advised that 02 posts of ministerial staff to be transferred to EnHM department/JP. Therefore, only 07 (09-02) posts can be surrendered as per recommendations of work study report.

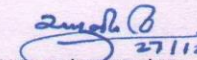
It is advised by work study team that the recommendation of work study report may be implemented and ensured to surrender the **07 posts vacant** of Ministerial staff of Lobbies over Jaipur division.

  
**Sr.DME (EnHM & Power)/JP**

Work Study Inspectors

K.K. Meena/CWSI/JP 

R.S. Khiria/WSI/JP

  
**AWSO/NWR/JP**

<b>CHAPTER 7</b>	<b>SUMMARY OF RECOMMENDATION</b>
------------------	----------------------------------

**7.1 Summary of recommendations is as follows:**

<b>Sr. No.</b>	<b>Recommendations</b>	<b>Para no.</b>	<b>Accepting/ Implementing Authority</b>
1.	<b>Recommendation-1:</b> Due to introduction of softwares i.e. FOIS, COIS & computerization system in offices, the information are easy to calculated and prepared in required formation. Therefore workload of these staff is reduced. Therefore the 09 ministerial staff working in lobbies { <b>Jaipur - 03, Phulera - 03, Bandikui – 01 &amp; Rewari – 02</b> } have been considered surplus and advised to surrender.	<b>5.0</b>	<b>DRM/JP</b>
2.	<b>Recommendation-2:</b> It is observed that the data of CTR are using as duplicity of work for calculating required information. It is advised by work study team that, these data related SFC, GTKM & Wheel movement, Overtime, NDA, etc. of running staff should be fed in Microsoft excel sheet and calculated by formulas for easy, fast and correct information.		
3.	<b>Recommendation-3:</b> It is observed that the sufficient computer systems are not available in lobbies and most of correspondences are doing manually by ministerial staff. It is casing of more man power requirement. It is also found that some works are doing both modes i.e. manually and computerized. It is advised that more computer system should be provided to NWR lobbies for improving working efficiency of staff.		
4.	<b>Recommendation-4:</b> It is observed that the no any specified workload be allotted to staff which recruit in blind quota, because no such type of workload available in RDI/RE which performed by this staff. It is also advised by work study team that to avoid any casualty, this staff may be utilized at divisional office & other locations for light job.		

### 8.1 FINANCIAL IMPLICATIONS:

With the proposal for surrender of **07( 09-02) posts** of Ministerial staff working at crew lobbies of mechanical department over Jaipur division. The recurring savings per annum in money value amount is given as below:-

Sr. No.	Category	Pay Band		Mean Pay	DA @ 17%	Total Pay	No. of posts	Total saving per month (Rs.)	Total saving per year (Rs.)
1.	Ch.OS	44900	142400	93650	12920	106570	1	106570	1278840
3.	Sr.Clerk	25500	81100	53300	9061	62361	2	124722	1496664
4.	Jr.Clerk	19900	63200	41550	7063	48613	4	194452	2333424
<b>Total</b>							<b>7</b>	<b>425744</b>	<b>5108928</b>

Total savings of **07 surplus posts** is **Rs. 51.08 lakhs per annum** approximately