



WORK STUDY TO REVIEW THE
COMMERCIAL STAFF STRENGTH OF
BOOKING OFFICE AND PARCEL OFFICE
AT TJ, KMU, MV & CUPJ STATIONS -
TPJ DIVISION

SOUTHERN RAILWAY

PLANNING BRANCH

G.275 / WSSR- 051819 / 2018-19

WORK STUDY TO REVIEW THE
COMMERCIAL STAFF STRENGTH OF
BOOKING OFFICE AND PARCEL OFFICE
AT TJ, KMU, MV & CUPJ STATIONS -
TPJ DIVISION

STUDIED BY

WORK STUDY TEAM
OF
PLANNING BRANCH

MAY 2019

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(i)
ACKNOWLEDGEMENT

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The team also extends its gratitude to CCI/TPJ and Commercial staff of TPJ Division in assisting the team to complete the study in time.

(ii)
TERMS OF REFERENCE

Annual Programme of work studies for the year 2018 -19 - to review the Commercial Staff strength of Booking Office and Parcel Office at TJ, KMU, MV, &CUPJ Stations – TPJ Division.

(iii)
METHODOLOGY

The following methodology has been adopted while conducting the study.

1. Collection of data
2. Discussion with Officers and Supervisors.
3. Manpower requirement assessed on need basis.
4. Yardstick – wherever applicable

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(iv)
SUMMARY OF RECOMMENDATION

The following posts are found surplus as detailed below, may be surrendered & credited to vacancy bank.

Recommendation No.1

| Unit Name | CS LEVEL 7 | CCC LEVEL6 | Sr.CC LEVEL5 | CC LEVEL 3 | Surplus |
|--------------|---------------|---------------|-----------------|---------------|-----------|
| TJ/BO | 2 | 3 | 1 | 1 | 7 |
| KMU/BO | 3 | 3 | - | 1 | 7 |
| MV/BO | 2 | 1 | - | 1 | 4 |
| CUPJ/BO | - | 1 | - | 1 | 2 |
| Total | | | | | 20 |

Recommendation No.2

| Unit Name | CS LEVEL 7 | Sr.CC LEVEL6 | CC LEVEL 5 | CC LEVEL 3 | Surplus |
|-----------------------------------|---------------|-----------------|---------------|---------------|-----------|
| TJ/PO | - | - | - | 1 | 1 |
| KMU/PO | - | 1 | - | 1 | 2 |
| MV/PO | - | - | - | - | - |
| CUPJ/PO | - | - | - | - | - |
| Luggage Porters GP-1800 | - | - | - | - | 9 |
| Total | | | | | 12 |

—

(Total No of posts = 32)

REVISED RECOMMENDATIONS

Recommendation No.1

| Unit Name | Sanction | Actual | Requirement | Surplus |
|--------------|-----------|-----------|-------------|-----------|
| TJ/BO | 22 | 15 | 20 | 2 |
| KMU/BO | 15 | 11 | 11 | 4 |
| MV/BO | 12 | 11 | 10 | 2 |
| CUPJ/BO | 6 | 4 | 4 | 2 |
| Total | 55 | 41 | 45 | 10 |

| Unit Name | CS LEVEL 7 | CCC LEVEL6 | Sr.CC LEVEL5 | CC LEVEL 3 | Surplus |
|--------------|---------------|---------------|-----------------|---------------|-----------|
| TJ/BO | 0 | 0 | 1 | 1 | 2 |
| KMU/BO | 0 | 3 | - | 1 | 4 |
| MV/BO | 0 | 1 | - | 1 | 2 |
| CUPJ/BO | - | 1 | - | 1 | 2 |
| Total | | | | | 10 |

Recommendation No.2

| Unit Name | Sanction | Actual | Requirement | Surplus |
|-----------------|-----------|-------------|-------------|----------|
| TJ/PO | 5 | 5 | 5 | 0 |
| KMU/PO | 5 | 1 | 5 | 0 |
| MV/PO | 4 | 3 | 4 | 0 |
| CUPJ/PO | 3 | 3 | 3 | 0 |
| Luggage Porters | 11 | 2(CUPJ) | 2 (CUPJ) | 9 |
| Total | 28 | 14 | 19 | 9 |

| Unit Name | CS LEVEL 7 | Sr.CC LEVEL6 | CC LEVEL 5 | CC LEVEL 3 | Surplus |
|---------------------------------|---------------|-----------------|---------------|---------------|----------|
| Luggage Porters GP Rs.1800/- | - | - | - | - | 9 |
| Total | | | | | 9 |

1.0 INTRODUCTION

1.1 The Commercial Department of Indian Railways is the only Revenue earning department from all the three resources of goods, passengers and sundry earnings. The revenue from huge sources are assessed, collected and accounted. Hence, all possible measures are taken by this department to stretch its tireless hands to embrace all resources to the organization and its growth.

- ❖ The Commercial department of Railways is responsible for sales, marketing and servicing of passenger and goods services efficiently.
- ❖ Booking Office and Parcel Office at stations contributes significantly towards other coaching earnings of the Division.

1.2 BOOKING OFFICE:

- In Commercial Department, Booking office is one of the main revenue collecting entries of the passenger transportation for Indian Railways. The earnings from booking office are one of the major items of passenger earnings. But the passenger traffic is a highly subsidized one and there shall be every attempt to prune the expenditure on booking. This will help to reduce the gross subsidization from freight earnings.
- Now a day the booking through UTS system, SPTM, computerization of returns etc. has made the booking process easier and speedier. Though, there have been modifications, improvement in modern technology, application and facilitation, these have to be translated in terms of manpower planning. Wherever technological advancement has been enforced the same should be implemented and result achieved. So an attempt a made to utilize the man power to optimum size in the study.

1.3 PARCEL OFFICE:

- Parcel means goods entrusted to a Railway station for carriage by a passenger or parcel train and luggage means the goods of a passenger

either carried by him in his charge or entrusted to a Railway Administration for carriage (103 (36) & 15 of IRCM Vol.I).

- A drastic reduction is seen in the Parcel services from the past few years. Further there is stiff competition given by the road parcel services which has an edge being faster and reaching the customer's doors directly. Due to the decreasing trend in Parcel service, a work study has become a necessity to review the staff strength in relation to the present workload.
- The Coaching, Goods and Sundry earnings form the backbone of the Railways and it decides the viability of the Railways. Parcel, Luggage and Goods earnings contribute more towards the Railway revenue.
- The purpose of this work study is intended to analyze the requirement of staff at Parcel Office at TJ, KMU, MV and CUPJ stations in TPJ division.

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2.0 PRESENT SCENARIO

- 2.1 The concept of liberalization, privatization and globalization has permeated from Elite group to common mass in society. Awareness in internet booking has gained tremendous momentum. System of issue of tickets has also switched over to electronic mode duly replacing manual operation. Thus manpower requirement is considerably reduced due to technological implementation. Based on the present trend and methodology adopted in Booking Office, an effort is taken to review the staff requirement of BO & PO in TJ,KMU,MV & CUPJ of TPJ division. The duties of the staff, earnings, workload and detailed traffic trend pattern are explained in the following paragraphs and discussed in subsequently.

The details of Commercial activities of TPJ division as given in the scope of the study along with the sanctioned strength and present deployment, working time are indicated below and the S.A.V.E. Statement is enclosed as **Annexure – I**.

2.2 Activities in Booking Office:

1. a) Activities performed by Booking Clerks for issue/cancellation of tickets and any miscellaneous activity and duration for each activity. Whenever a ticket comes for cancellation, the Booking clerk has to check the genuinity of the ticket first. Then he selects the format for cancellation and he has to feed the UTS number, Fare and number of tickets to be cancelled. Then the system will generate the cancelled ticket. The balance amount is to be handed over to the Passenger. Then the Booking Clerk should cross the ticket presented for cancellation and preserves the both.
- b) When a Passenger approaches for a journey ticket, the booking clerk should ensure the Station to which the Passenger wants a ticket, and he verifies in the System for the particular station such as class, number of Adults, Number of Child, Senior Citizen if any and the fare for the same will be informed to the Passenger. After getting the fare, he /she enters the Station Code, Number of tickets, Class etc and route also and Press Enter key, for Printing 'Y' has to be pressed to get the Ticket. After printing the ticket, he has to hand over the ticket and also the balance amount if any to the Passenger.

C) When a TTE approaches the Booking Counter, for remittance, the Booking Clerk duly getting the CRM with Cash and verifies it. Then he goes to Main menu and selects the appropriate option for remittance. At present, the New Performa contains more than 19 Columns to be filled up. After printing the ticket, the Booking Clerk has to enter the amount, date and ticket number in the CRM (Miscellaneous ticket).

2. Activities performed by Supervisors daily, period ending and monthly:

The Chief Booking Supervisor on arrival has to sign in the Muster Roll and make remarks for other Staff. After that he has to verify the availability of tickets Rolls for the day. Then he has to ensure the remittance of Cash in the Bank with Cashier and the days' Reports are taken for Closing of Accounts. After that he has to check the functioning of ATVMS (ATVMS are available) and the working of facilitations, the ticket Stock for UTS and ATM is maintained by him only. Miscellaneous activities such as Public Enquiry, enquiry from Office of the Divisional Commercial Manager, Amenities of the Staff should be monitored by him.

On arrival of the Bank Challan, CBSR has to prepare the Cash remittance Note and sealing of Cash Bag dispatch the same to cash Office.

During Month end Preparation of Balance sheet, Preparation of Returns, to be dispatched promptly to TPJ should also be monitored by him.

Finally, all the ICV items for daily use have to be received and supplied to the Staff then and there also one of his prime duties done by him.

2.3 Mode of Remittance of Station Earnings:-

All the Counter Cash in Shifts were handed over to the Cashier with DTC, Concessions, vouchers and TTE CRMS. The same were consolidated and entries were made in the HOB Register.

On the following day Statement will be taken for cash Remittance and tallied with Cash book and the amount to be remitted into the Bank will be entered in the Bank Challan Book in triplicate.

The Cash will be remitted in the bank and duly signed receipt of the Challan will be given by the Bank. After verifying the records, the Chalan, Vouchers and Cheque were entered in the Voucher Remittance Note and will be kept in a

Cash Bag and sealed. Then the sealed cash bag will be handed over to cash office staff on duty with entry in the Cash remittance Book.

After receipt of the CR Note dully attested, the same was pasted in the CR Note after verification.

2.4 Details of various Statements Generated in UTS System

1. TTE Money Receipts
2. Sundries and other Earnings
3. Concession (Passengers)
4. Military vouches
5. RTC Concessions
6. M-17 Continuity
7. M-9 Classification
8. SPL Cancellation (Season tickets)
9. Izzat Concession
10. Service Tax
11. Cancelled Tickets
12. SPL cancelled Tickets
13. Non-Issued Tickets
14. TC –Money Receipts
15. Police Vouchers
16. CST
17. Blank Paper Tickets
18. Summary of Transaction
19. Ticket Information

20. Concession Passenger(Season)
21. Pay VR Report
22. ATVM Reports
23. JTBS Reports
24. Balance Sheets
25. SN2

2.5 TJ BOOKING OFFICE

IUTS is implemented in this station.

- 2 ATVMs are installed to facilitate ticket issue to the passengers.

2.5.1 Present Staff Deployment position:

| SI No | Activity | Designation | No. of staff |
|--------------|--|-------------|--------------|
| 1 | Over all supervising and to look after accounts, Balance sheet & statistical earnings data (Send to Railway board for every 10 days).Collect cash from all counters, counting, tallying & remittance to Bank preparing all statements, Issuing ROPD Tickets, Supply of tickets to all counters, Responsible for supervisory function, Sales of smartcard for ATVM, Top up of smart card Recharge of ATVM | CBS | 2 |
| 2 | Issue of tickets in Booking counters (6-10,10-20,20-24,00-06 & 6-14 & 13-21 hrs) | Sr CC & CC | 9 |
| 3 | ECRC | | 9 |
| 3 | LR & RG | | |
| Total | | | 20 |

2.5.2 Details of various Registers maintained at TJ Booking Office:

1. Handing over Book(HOB)
2. Daily Trains Cash Book(DTCB)
3. Proof Book
4. HOC/TOC Register
5. Non-Issued Register
6. Special cancellation Register
7. Coaching Cash Summary Book
8. Sundry Statement Register
9. SN-2 Register
10. JTBS Register
11. EA Received Register
12. Outstanding Register
13. SMG Register
14. Missing Tickets Register
15. BPT Register
16. Bank Challan Book
17. Cash Bag Deposit Register
18. C.R. Note Book
19. Ticket Stock Register
20. SMC Register (Smart Cards)

21. Missing Tickets Register
22. PCDR Register
23. ATVM Facilitator Register
24. Roster Book
25. SOB
26. Special Events Register
27. System Failure Register
28. Tools and Plants Register
29. Uniform Register
30. Time Table Register
31. TIA Inspection Register
32. Auditor Inspection Register
33. Officer Inspection Register
34. LEO Register
35. Safe Custody Register
36. Money Receipt Register
37. Staff Grievances Register(GEN)
38. User ID Register
39. DCI Inspection Register
40. Pass/PTO Register
41. Staff Grievances Register (SC&ST)
42. Staff Grievances Register(OBC)
43. UTS CMS Log Book
44. Printer Failure Register

2.5.3 No. of tickets issued in Booking Office –TJ - ANNEXURE –II a & b

| Tickets | 2015-16 | 2016-17 | 2017-18 |
|------------------|----------------|----------------|----------------|
| Avg/month | 151229 | 135727 | 155783 |
| Avg/day | 4662 | 4462 | 4938 |

| PRS –THANJAVUR | | | | | | | | | | | | |
|-----------------------|-----------|-------|---------|-----------|-------|---------|-----------|-------|---------|---------|-------|------|
| | 2015 - 16 | | | 2016 - 17 | | | 2017 - 18 | | | 2018-19 | | |
| Month | APP | PASS | ERNGS | APP | PASS | ERNGS | APP | PASS | ERNGS | APP | PASS | ERN |
| <i>Apr</i> | 18267 | 30778 | 8375975 | 15600 | 24927 | 6884305 | 14298 | 24047 | 6296567 | 11974 | 20623 | 5388 |
| <i>May</i> | 17076 | 26400 | 6550700 | 15035 | 24228 | 6875573 | 14098 | 23445 | 6342595 | 11641 | 19690 | 5400 |
| <i>Jun</i> | 17207 | 26325 | 6726625 | 15704 | 24911 | 6939845 | 13647 | 21965 | 6182915 | 12135 | 20190 | 5690 |
| <i>Jul</i> | 18283 | 28327 | 7566530 | 16427 | 25948 | 7111560 | 14350 | 23593 | 6106400 | 12551 | 21049 | 5656 |

| | | | | | | | | | | | | |
|----------|--------|--------|----------|--------|--------|----------|--------|--------|----------|-------|--------|------|
| Aug | 17587 | 26839 | 7179820 | 16301 | 26336 | 7525325 | 14034 | 22999 | 5690263 | 12030 | 19030 | 5133 |
| Sep | 17421 | 27008 | 6996616 | 16838 | 26452 | 7041754 | 12957 | 20447 | 5420300 | 11951 | 19680 | 5001 |
| Oct | 17089 | 25773 | 6616225 | 14782 | 21759 | 5680367 | 12231 | 19180 | 4980077 | 10848 | 17069 | 4407 |
| Nov | 14969 | 21692 | 5586892 | 16225 | 25589 | 6895598 | 12754 | 20674 | 4909905 | 10170 | 15946 | 4125 |
| Dec | 17747 | 25463 | 5852596 | 15295 | 22802 | 5703185 | 13053 | 21128 | 5430140 | | | |
| Jan | 17169 | 26794 | 8252950 | 14168 | 22075 | 6097343 | 13465 | 22804 | 5952750 | | | |
| Feb | 15794 | 24749 | 7104295 | 13375 | 21155 | 6238330 | 12748 | 20374 | 5573925 | | | |
| Mar | 16706 | 26062 | 6922120 | 15774 | 26272 | 7489230 | 13151 | 21684 | 5650803 | | | |
| Total | 205315 | 316210 | 83731344 | 185524 | 292454 | 80482415 | 160786 | 262340 | 68536640 | 93300 | 153277 | 4080 |
| Avg/Mon. | 17109 | 26350 | 6977612 | 15460 | 24371 | 6706867 | 13398 | 21861 | 5711386 | 11662 | 19159 | 5100 |
| Avg/Day | 570 | 878 | 232587 | 515 | 812 | 223562 | 446 | 728 | 190379 | 388 | 638 | 1700 |

2.6 PARCEL OFFICE/TJ

Sanction, Actual, Vacancy & Excess statement of parcel office at TJ

1. Sanction as per previous pinpointing

| | | |
|------|------------|--------------------|
| CPSR | in 4600 GP | 1 supervisor |
| CPC | in 4200 GP | 2 for outward |
| CPC | in 4200 GP | 3 for Transhipment |
| RG | in 2800 GP | 1 |
| LR | in 2800 GP | 1 |

TOTAL **8**

2. As per the New Pin pointing : vide T/P 135/III/CC/Pinpointing dt.22/24.01.2018 by DPO/TPJ

A. TJ Parcel office sanctioned strength:

| | |
|------------|----------------|
| On 4600 GP | 1 working post |
| On 4200 GP | 2 |
| On 2800 GP | 1 |

TOTAL **4**

B. Actual staff working as on 27.06.2018 : **only 3**

| | |
|------------|---|
| on 4600 GP | 2 |
| on 4200 GP | 1 |

C. vacancy as on 27.06.2018

| | |
|------------|---|
| On 2800 GP | 1 |
|------------|---|

D. Excess of staff as on 27.06.2018

| | |
|------------|---|
| On 4600 GP | 1 |
|------------|---|

As on 27.06.2018, total number of sanctioned staff strength is 4 whereas the actual number of staff working is only 3. They are working without proper RG and for the past 3 months they have not availed proper Rest since there is no RG and they availed rest by overworking by themselves as and when required.

2.6.1 Details of staff presently working at Thanjavur Jn. Parcel office.

| | | | |
|------------------|---------|-----------|---------|
| 1. J. Mohan | M/C 756 | CPSR – TJ | GP 4600 |
| 2. A. Ramamurthy | T/C 596 | CPSR-TJ | GP 4600 |
| 3. V. Ganesh | T/C 856 | CPC-TJ | GP 4200 |

2.6.2 Parcel porters:

Sanctioned: previous pinpointing: 6

on various stages it was reduced from 6 to 4 in the recent past and at present no Railway parcel porter is available as it is manned by PHC porters

2.6.3 Details of staff activities working in outward and inward parcel office.

Details of duty roster of staff working under your control in grade wise.

ROSTER:

Thanjavur Jn. Parcel office is sanctioned to work with a continuous 'J' roster as given below on round the clock shifts

| Days | Staff 'A' | Staff 'B' | Staff 'C' | RG |
|------|-----------|-----------|-----------|----|
|------|-----------|-----------|-----------|----|

| | | | | |
|-----------|--------------|-------------|--------------|-------------|
| Sunday | REST | 00-6 | 6-10 / 20-24 | 10-20 |
| Monday | 10-20 | REST | 00-6 | 6-10 /20-24 |
| Tuesday | 6-10 / 20-24 | 10-20 | REST | 00-6 |
| Wednesday | 00-6 | 6-10 /20-24 | 10-20 | |
| Thursday | 10-20 | 00-6 | 6-10 / 20-24 | |
| Friday | 6-10 / 20-24 | 10-20 | 00-6 | |
| Saturday | 00-6 | 6-10 /20-24 | 10-20 | REST |

With 3 staff for 3 shifts and one self contained RG/LR

2.6.4 The present pattern of working of staff at Thanjavur Jn. Parcel office

| | | |
|------------------|---------------|------|
| Staff 'A' Roster | V. GANESH | CPC |
| Staff 'B' Roster | A. RAMAMURTHI | CPSR |
| Staff 'C' Roster | J. MOHAN | CPSR |
| RG | Vacant | |

2.6.5 DUTIES:

One staff only is working during the roster hours and the on duty staff has to attend the following duties

1. Booking of all kinds of outward Parcels and issue of RR to the party
2. Booking of all kinds of Luggage and issue of luggage tickets
3. Accepting cloak room bags and issue of LL tickets
4. To attend the loading and sealing of booked outward Parcels
5. To attend the sealing of SLRs'
6. To attend the unloading of parcels
7. To effect delivery of parcels
8. To effect delivery of luggages
9. To effect delivery of cloak room bags
10. To effect delivery of RNP / RM

11. Preparing daily statistics figures to inform commercial control
12. Preparation of consolidated daily summary statement of GST
13. Preparation of 10 days SN2 figures to submit to Sr.DCM Office
14. Submission of monthly returns and statements
15. Maintenance of PHC muster roll
16. Reweighing of parcels and making entries in the register
17. Weighing machine POH monitoring
18. Verification of PHC contract bills, to certify for claiming their Bills
19. Maintenance and safe keeping of records
20. Procurement of ICV books, registers and other books and forms
21. Monitoring of NR cell cases and over carried parcels
22. Sending the OC parcels unloaded at TJ to its destination
23. Total maintenance of cleanliness and up keeping of parcel office
24. Maintenance and repairing works of parcel trolleys
25. To co-ordinate with other dept. in-charge and supervisors for the

2.6.6 Over-all maintenance of parcel office

- a. Electrical staff/ TL staff in case of electrical failure in office & SLRS'
- b. SSE/IOW/Works for repair works
- c. Health Inspector for the daily cleanliness of fish parcel water waste spilled on the platform and in the parcel office
- d. C&W staff for SYLR opening in case of door trouble
- e. Duty SMs' and SMR co-ordination to avoid detention of trains on parcels unloading.

2.6.7. TOTAL PARCEL OFFICE EARNINGS -TJ PO

| TOTAL PARCEL OFFICE EARNINGS -TJ PO | | | |
|-------------------------------------|----------------|----------------|----------------|
| Months | 2015-16 | 2016-17 | 2017-18 |
| April | 135213 | 109353 | 144763 |
| May | 146845 | 127584 | 130459 |
| June | 142244 | 155312 | 138758 |
| July | 125389 | 150726 | 147298 |
| Aug | 133169 | 161394 | 124867 |
| sep | 133724 | 122916 | 98927 |
| Oct | 154381 | 150481 | 131983 |
| Nov | 136717 | 113215 | 121229 |
| Dec | 98281 | 96723 | 95951 |
| Jan | 123318 | 136110 | 130161 |
| Feb | 75596 | 110066 | 126166 |
| Mar | 133281 | 136454 | 111738 |
| Total | 1538158 | 1570334 | 1502300 |
| Mly Avg | 128180 | 130861 | 125192 |

2.6.8 Total Parcel Office Earnings for the past 3 years

This is total parcel office earnings inclusive of outward parcels, Luggage, cloak room, wharfage, UC and other earnings .

Following earnings details are submitted on various heads.

PARCEL EARNINGS FOR THE PAST 3 YEARS

| DETAILS OF OUTWARD PARCEL TRAFFIC WITH WEIGHT DETAILS | | | | | | | | | | | |
|---|-------------|--------------|----------------|----------------|-------------|--------------|----------------|----------------|-------------|--------------|---------------|
| Months | 2015-2016 | | | | 2016-2017 | | | | 2017-2018 | | |
| | PWBs ' | Pkgs' | Wt.qtls | Amount | PWBs ' | Pkgs' | Wt.qtls | Amount | PWBs ' | Pkgs' | Wt.qtls |
| April | 359 | 1088 | 756.0 | 107638 | 357 | 1268 | 914.2 | 68625 | 372 | 1206 | 925.1 |
| May | 456 | 1057 | 756.0 | 115652 | 358 | 1167 | 867.0 | 79481 | 280 | 579 | 579.4 |
| June | 410 | 1702 | 963.0 | 95094 | 606 | 1463 | 1135.0 | 101455 | 364 | 1217 | 1005.6 |
| July | 370 | 1281 | 963.0 | 70852 | 444 | 1639 | 1260.0 | 108047 | 428 | 1405 | 1130.0 |
| Aug | 392 | 1400 | 1071.1 | 89406 | 463 | 1900 | 1381.0 | 109458 | 338 | 1114 | 801.6 |
| sep | 345 | 1202 | 901.8 | 74344 | 425 | 1668 | 1105.0 | 87985 | 279 | 929 | 685.3 |
| Oct | 428 | 1509 | 1224.6 | 102853 | 400 | 1772 | 1151.0 | 94395 | 301 | 1005 | 865.1 |
| Nov | 347 | 1338 | 955.1 | 81419 | 316 | 955 | 774.0 | 74451 | 336 | 1028 | 772.0 |
| Dec | 311 | 1215 | 834.2 | 58445 | 281 | 929 | 715.0 | 56505 | 300 | 868 | 583.4 |
| Jan | 333 | 1417 | 1062.0 | 73276 | 356 | 1126 | 966.0 | 84880 | 331 | 944 | 639.4 |
| Feb | 242 | 834 | 612.2 | 51716 | 317 | 1029 | 841.7 | 71920 | 326 | 858 | 725.5 |
| Mar | 455 | 1078 | 849.3 | 82717 | 383 | 1422 | 1095.0 | 92316 | 297 | 940 | 797.6 |
| Total | 4448 | 15121 | 10948.3 | 1003412 | 4706 | 16338 | 12204.9 | 1029518 | 3952 | 12093 | 9510.0 |
| Mly Avg. | 371 | 1260 | 912 | 83618 | 392 | 1362 | 1017 | 85793 | 329 | 1008 | 793 |

2.6.9 LUGGAGE EARNINGS FOR THE PAST 3 YEARS

| DETAILS OF OUTWARD LUGGAGE TRAFFIC WITH WEIGHT DETAILS | | | | | | | | | | | | |
|--|-------------|-------------|---------------|---------------|-------------|-------------|---------------|---------------|-------------|-------------|---------------|---------------|
| Months | 2015-2016 | | | | 2016-2017 | | | | 2017-2018 | | | |
| | PWB s' | Pkgs' | Wt.qtls | Amount | PWBs' | Pkgs' | Wt.qtls | Amount | PWB s' | Pkgs' | Wt.qtls | Amount |
| April | 92 | 158 | 104.8 | 15920 | 124 | 259 | 183.4 | 30442 | 158 | 273 | 244.0 | 44610 |
| May | 72 | 157 | 104.2 | 18025 | 124 | 188 | 197.0 | 36471 | 134 | 282 | 191.0 | 35820 |
| June | 125 | 209 | 198.0 | 31057 | 146 | 243 | 219.0 | 37056 | 144 | 269 | 233.0 | 32385 |
| July | 127 | 195 | 183.0 | 44300 | 153 | 234 | 216.0 | 31905 | 134 | 259 | 207.0 | 26335 |
| Aug | 92 | 255 | 235.7 | 32656 | 133 | 235 | 208.0 | 32569 | 145 | 278 | 256.0 | 38083 |
| sep | 127 | 174 | 198.0 | 47276 | 138 | 229 | 223.0 | 26972 | 107 | 270 | 172.0 | 22379 |
| Oct | 124 | 278 | 216.5 | 38062 | 118 | 276 | 186.0 | 42602 | 116 | 354 | 232.0 | 33690 |
| Nov | 101 | 186 | 179.1 | 38172 | 98 | 118 | 219.0 | 27085 | 130 | 259 | 218.0 | 39108 |
| Dec | 104 | 259 | 141.6 | 22952 | 133 | 276 | 175.0 | 25135 | 137 | 346 | 221.0 | 26645 |
| Jan | 157 | 211 | 195.0 | 30476 | 143 | 244 | 225.2 | 35432 | 198 | 359 | 342.0 | 47973 |
| Feb | 89 | 130 | 99.3 | 13470 | 121 | 220 | 183.8 | 24860 | 170 | 350 | 238.0 | 38185 |
| Mar | 131 | 202 | 186.7 | 33150 | 128 | 232 | 210.0 | 25298 | 169 | 376 | 227.0 | 33892 |
| Total | 1341 | 2414 | 2041.9 | 365516 | 1559 | 2754 | 2445.4 | 375827 | 1742 | 3675 | 2781.0 | 419105 |
| Mly Avg. | 112 | 201 | 170 | 30460 | 130 | 230 | 204 | 31319 | 145 | 306 | 232 | 34925 |

| DETAILS OF PARCELS AND LUGGAGE OUTWARD TRAFFIC WITH WEIGHT DETAILS | | | | | | | | | | | |
|--|-------------|--------------|----------------|----------------|-------------|--------------|----------------|----------------|-------------|--------------|----------------|
| Months | 2015-2016 | | | | 2016-2017 | | | | 2017-2018 | | |
| | PWBs' | Pkgs' | Wt.qtls | Amount | PWBs' | Pkgs' | Wt.qtls | Amount | PWBs' | Pkgs' | Wt.qtls |
| April | 451 | 1246 | 860.8 | 123558 | 481 | 1527 | 1097.6 | 99067 | 530 | 1479 | 1169.1 |
| May | 528 | 1214 | 860.2 | 133677 | 482 | 1355 | 1064.0 | 115952 | 414 | 861 | 770.4 |
| June | 535 | 1911 | 1161.0 | 126151 | 752 | 1706 | 1354.0 | 138511 | 508 | 1486 | 1238.6 |
| July | 497 | 1476 | 1146.0 | 115152 | 597 | 1873 | 1476.0 | 139952 | 562 | 1664 | 1337.0 |
| Aug | 484 | 1655 | 1306.8 | 122062 | 596 | 2135 | 1589.0 | 142027 | 483 | 1392 | 1057.6 |
| sep | 472 | 1376 | 1099.8 | 121620 | 563 | 1897 | 1328.0 | 114957 | 386 | 1199 | 857.3 |
| Oct | 552 | 1787 | 1441.1 | 140915 | 518 | 2048 | 1337.0 | 136997 | 417 | 1359 | 1097.1 |
| Nov | 448 | 1524 | 1134.2 | 119591 | 414 | 1073 | 993.0 | 101536 | 466 | 1287 | 990.0 |
| Dec | 415 | 1474 | 975.8 | 81397 | 414 | 1205 | 890.0 | 81640 | 437 | 1214 | 804.4 |
| Jan | 490 | 1628 | 1257.0 | 103752 | 499 | 1370 | 1191.2 | 120312 | 529 | 1303 | 981.4 |
| Feb | 331 | 964 | 711.5 | 65186 | 438 | 1249 | 1025.5 | 96780 | 496 | 1208 | 963.5 |
| Mar | 586 | 1280 | 1036.0 | 115867 | 511 | 1654 | 1305.0 | 117614 | 466 | 1316 | 1024.6 |
| Total | 5789 | 17535 | 12990.2 | 1368928 | 6265 | 19092 | 14650.3 | 1405345 | 5694 | 15768 | 12291.0 |
| Mly Avg | 482 | 1461 | 1082.5 | 114077 | 522 | 1591 | 1220.9 | 117112 | 475 | 1314 | 1024.3 |

2.6.10. PARCEL & LUGGAGE EARNINGS FOR THE PAST 3 YEARS

2.7. CLOAK ROOM EARNINGS FOR THE PAST 3 YEARS

| CLOAK ROOM TICKET EARNINGS FOR THE PAST THREE YEARS, MONTH WISE | | | |
|--|--------------------|--------------|--------------|
| Months | EARNINGS IN RUPEES | | |
| | 2015-16 | 2016-17 | 2017-18 |
| Apr | 4325 | 4400 | 6830 |
| May | 6020 | 5485 | 8290 |
| Jun | 3380 | 4615 | 5515 |
| Jul | 4315 | 4600 | 5430 |
| Aug | 4085 | 5020 | 4700 |
| Sep | 4560 | 3855 | 9840 |
| Oct | 6720 | 5465 | 4190 |
| Nov | 5055 | 6350 | 5350 |
| Dec | 6000 | 7785 | 7000 |
| Jan | 6390 | 6440 | 7200 |
| Feb | 5850 | 6935 | 6855 |
| Mar | 4830 | 6390 | 4845 |
| Total | 61530 | 67340 | 76045 |
| Mly Avg | 5128 | 5612 | 6337 |

2.8 Trains wise parcel details for the past three years, month wise OR other wise SYLR utilization for 3 years

Train wise parcel details for 2015-2016

| TRAIN WISE / MONTH WISE PARCEL DETAILS OR SYLR UTILIZATION | | | | | | | | | | | | | 2015-2016 |
|--|--------------------------------|-----|------|------|-----|-----|-----|-----|-----|-----|-----|-----|-----------|
| Trains | Trains with weight in quintals | | | | | | | | | | | | |
| | April | May | June | July | Aug | sep | Oct | Nov | Dec | Jan | Feb | Mar | Total |
| 16851 | 12 | 10 | 11 | 10 | 11 | 9 | 8 | 7 | 5 | 17 | 12 | 10 | 122 |
| 56714 | 12 | 13 | 25 | 23 | 25 | 29 | 10 | 11 | 12 | 15 | 9 | 12 | 196 |
| 56811 | 12 | 11 | 10 | 9 | 7 | 3 | 2 | 1 | 2 | 3 | 2 | 3 | 65 |
| 56824 | 19 | 14 | 16 | 18 | 20 | 20 | 25 | 27 | 18 | 35 | 12 | 16 | 240 |
| 56712 | 12 | 9 | 10 | 7 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 38 |
| 56821 | 80 | 22 | 27 | 29 | 33 | 28 | 65 | 90 | 55 | 67 | 51 | 43 | 590 |
| 16795 | 20 | 27 | 30 | 10 | 6 | 3 | 4 | 1 | 1 | 1 | 0 | 1 | 104 |
| 56713 | 3 | 2 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 7 |
| 16187 | 25 | 45 | 52 | 55 | 59 | 62 | 102 | 50 | 43 | 92 | 45 | 46 | 676 |
| 56852 | 5 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 5 |
| 16231 | 239 | 208 | 225 | 268 | 282 | 273 | 387 | 395 | 391 | 328 | 138 | 271 | 3405 |
| 16615 | 97 | 201 | 241 | 168 | 139 | 132 | 265 | 97 | 91 | 110 | 75 | 53 | 1669 |
| 56822 | 10 | 10 | 52 | 10 | 15 | 16 | 4 | 2 | 2 | 5 | 6 | 7 | 139 |
| 16866 | 318 | 278 | 312 | 304 | 378 | 362 | 420 | 285 | 220 | 395 | 195 | 365 | 3832 |
| 16180 | 0 | 12 | 145 | 148 | 191 | 14 | 15 | 6 | 7 | 2 | 0 | 0 | 540 |
| 16861 | 0 | 0 | 3 | 2 | 3 | 3 | 4 | 2 | 2 | 5 | 2 | 8 | 34 |
| 16796 | 0 | 0 | 0 | 135 | 138 | 146 | 130 | 160 | 127 | 282 | 165 | 186 | 1469 |

Train wise parcel details for 2016-2017

| TRAIN WISE / MONTH WISE PARCEL DETAILS OR SYLR UTILIZATION | | | | | | | | | | | | 2016-2017 | |
|--|--------------------------------|---------|----------|----------|---------|-----|-----|---------|---------|-----|-----|-----------|-------|
| Trains | Trains with weight in quintals | | | | | | | | | | | | |
| | Apri l | Ma y | Jun e | Jul y | Au g | sep | Oct | No v | De c | Jan | Feb | Mar | Total |
| 16851 | 8 | 7 | 3 | 4 | 17 | 7 | 12 | 13 | 6 | 3 | 2 | 16 | 98 |
| 56714 | 15 | 13 | 18 | 19 | 18 | 22 | 25 | 7 | 4 | 5 | 6 | 30 | 182 |
| 56811 | 3 | 2 | 3 | 4 | 3 | 2 | 7 | 11 | 5 | 4 | 8 | 20 | 72 |
| 56824 | 10 | 8 | 19 | 22 | 25 | 21 | 15 | 8 | 8 | 10 | 17 | 40 | 203 |
| 56712 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 56821 | 47 | 49 | 48 | 64 | 68 | 77 | 79 | 65 | 63 | 77 | 81 | 160 | 878 |
| 16795 | 2 | 3 | 5 | 4 | 5 | 4 | 6 | 20 | 2 | 0 | 0 | 0 | 51 |
| 56713 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 16187 | 50 | 57 | 59 | 62 | 53 | 51 | 69 | 23 | 21 | 15 | 12 | 40 | 512 |
| 56852 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 16231 | 378 | 361 | 360 | 388 | 397 | 313 | 328 | 226 | 218 | 307 | 217 | 326 | 3819 |
| 16615 | 50 | 49 | 202 | 229 | 246 | 219 | 212 | 116 | 110 | 108 | 90 | 130 | 1761 |
| 56822 | 5 | 3 | 8 | 12 | 16 | 19 | 9 | 31 | 23 | 11 | 2 | 20 | 159 |
| 16866 | 310 | 297 | 385 | 399 | 440 | 327 | 312 | 216 | 192 | 319 | 287 | 392 | 3876 |
| 16180 | 0 | 0 | 0 | 2 | 0 | 0 | 8 | 0 | 0 | 0 | 0 | 0 | 10 |
| 16861 | 15 | 12 | 33 | 21 | 16 | 18 | 0 | 12 | 6 | 2 | 2 | 10 | 147 |
| 16796 | 194 | 191 | 190 | 218 | 236 | 211 | 216 | 216 | 201 | 281 | 262 | 34 | 2450 |
| 16779 | 10 | 12 | 21 | 38 | 49 | 37 | 39 | 30 | 31 | 49 | 40 | 38 | 394 |
| 16852 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 2 |

[illegible]

2.9 Wharfage charges collected for the past three years, month wise.

| WHARFAGE CHARGES COLLECTED FOR THE PAST 3 YEARS, MONTH WISE amount in Rupees | | | |
|---|--------------|--------------|--------------|
| Months | 2015-16 | 2016-17 | 2017-18 |
| Apr | 5026 | 5598 | 6603 |
| May | 6683 | 6127 | 8785 |
| Jun | 6068 | 8859 | 8707 |
| Jul | 3652 | 6142 | 6634 |
| Aug | 5450 | 5022 | 5574 |
| Sep | 3684 | 4064 | 5084 |
| Oct | 6681 | 7934 | 11594 |
| Nov | 5571 | 5245 | 5661 |
| Dec | 3741 | 2798 | 3496 |
| Jan | 11830 | 5808 | 10268 |
| Feb | 3979 | 4851 | 4496 |
| Mar | 4950 | 5217 | 3341 |
| Total | 67315 | 67665 | 80243 |
| Mly Avg. | 5610 | 5639 | 6687 |

2.10 Details of Reweighment – number of cases and earnings for the past three YEARS

| REWEIGHTMENT AND UNDER CHARGES DETAILS FOR THE PAST 3 YEARS. | | | | | | |
|--|-------------|-------------|------------|-------------|------------|-------------|
| Months | 2015-2016 | | 2016-2017 | | 2017-2018 | |
| | Parcels | Amt. | Parcels | Amt. | Parcels | Amt. |
| Apr | 52 | 304 | 116 | 278 | 26 | 0 |
| May | 282 | 425 | 61 | 0 | 11 | 15 |
| Jun | 124 | 100 | 8 | 327 | 13 | 0 |
| Jul | 174 | 2030 | 12 | 0 | 28 | 580 |
| Aug | 87 | 52 | 24 | 185 | 47 | 0 |
| Sep | 101 | 340 | 31 | 0 | 47 | 13 |
| Oct | 140 | 65 | 22 | 35 | 32 | 0 |
| Nov | 119 | 0 | 29 | 14 | 66 | 15 |
| Dec | 224 | 1403 | 31 | 0 | 122 | 0 |
| Jan | 195 | 796 | 46 | 30 | 29 | 0 |
| Feb | 185 | 561 | 29 | 0 | 42 | 0 |
| Mar | 148 | 144 | 28 | 1083 | 49 | 500 |
| Total | 1831 | 6220 | 437 | 1952 | 512 | 1123 |

2.11 No. of parcels unloaded – train wise for the past three years, month wise.

| NUMBER OF PARCELS UNLOADED - TRAIN WISE FOR THE PAST THREE YEARS, MONTH WISE | | | | | | | | | |
|--|-------------|--------------|--------------|-------------|--------------|--------------|-------------|--------------|--------------|
| Months | 2015-2016 | | | 2016-2017 | | | 2017-2018 | | |
| | PWBs | PKGs' | wt./Qtls | PWBs | PKGs' | wt./Qtls | PWBs | PKGs' | wt./Qtls |
| Apr | 819 | 3438 | 1397 | 659 | 1690 | 1386 | 615 | 2689 | 1520 |
| May | 781 | 3390 | 1492 | 723 | 2785 | 1850 | 535 | 2341 | 1402 |
| Jun | 768 | 3746 | 1449 | 795 | 3275 | 1542 | 587 | 2519 | 1630 |
| Jul | 939 | 4220 | 2012 | 727 | 3425 | 1538 | 620 | 2658 | 1597 |
| Aug | 809 | 4133 | 2164 | 775 | 3080 | 1653 | 586 | 2650 | 1438 |
| Sep | 831 | 3718 | 1895 | 705 | 3015 | 1538 | 562 | 2492 | 1341 |
| Oct | 1008 | 4248 | 2352 | 875 | 3976 | 2178 | 588 | 2611 | 1450 |
| Nov | 1065 | 3806 | 2184 | 813 | 3102 | 1564 | 614 | 2344 | 1318 |
| Dec | 705 | 3209 | 1435 | 694 | 2975 | 1610 | 604 | 2739 | 1381 |
| Jan | 863 | 3638 | 1995 | 652 | 3377 | 1672 | 607 | 2340 | 1270 |
| Feb | 530 | 2553 | 1190 | 576 | 2752 | 1403 | 561 | 2313 | 1170 |
| Mar | 699 | 1996 | 1239 | 671 | 2899 | 1550 | 593 | 2491 | 1267 |
| Total | 9817 | 42095 | 20804 | 8665 | 36351 | 19484 | 7072 | 30187 | 16784 |
| Mly Avg | 818 | 3508 | 1734 | 722 | 3029 | 1624 | 589 | 2516 | 1399 |

2.12 Major trains from which the parcels are being regularly unloaded

1. 16179 MS-MQ EXPRESS now diverted via MV, TVR
2. 16865 MS-TJ UZHAVAN EXP.
3. 16232 MYS-MV EXP.
4. 16188 ERS-KIK EXP.
5. 16616 CBE-MQ EXP.
6. 16106 TCN-MS EXP.
7. 16187 KIK-ERS EXP.
8. 16795 MS-TPJ CHOLAN EXP.
9. 16779 TPTY-RMM EXP.
10. 56711 KIK-TPJ PASS

11. 56822 TEN-MV PASS
12. 56821 MV-TEN PASS
13. 56114 TPJ-MV PASS
14. 56824 TPJ-MV PASS

Parcel Leased Traffic for the past three years.

Outward:

Outward parcel traffic is not leased to any of the party from TJ

Inward:

Inward parcel traffic was leased to one private party by train no. 16866 uzhavan express FSLR LC1 for 4 tonne space to M/s SAM EXPRESS CARGO No.25 A, Sait colony, first street, ground floor, Chennai egmore. 044-28192224, mob no.98401 73533 name sri V. Janakiraman.

Vide Ref: Lr. No.M/C206/SLR/TM52/16183 DT.16.02.2017

Lease Period: From 17.02.2017 to 16.02.2022 for 5 years.

Days of lease: six days in a week except on Saturday

Lease Amount: Rs.2500+ other charges for the first 3 years.

Rs.2750+other charges for the 4th year.

Rs.3025+other charges for the 5th year.

Party started the lease service from 17.02.2017 and utilized the lease LC upto 31.10.2017 only and there after not utilized his lease portion.

2.13 The details of Lease utilization is given below.

| PARCEL LEASED TRAFFIC FOR THE PAST 3 YEARS. | | | | | | |
|---|-----------|-----------|-------------|--------------|--------------|---------------|
| Months | 2015-2016 | | 2016-2017 | | 2017-2018 | |
| | Pkgs. | Wt./Qtls. | Pkgs. | Wt./Qtls. | Pkgs. | Wt./Qtls. |
| Apr | 0 | 0 | 0 | 0 | 1455 | 420.06 |
| May | 0 | 0 | 0 | 0 | 1049 | 336.17 |
| Jun | 0 | 0 | 0 | 0 | 785 | 251.8 |
| Jul | 0 | 0 | 0 | 0 | 1412 | 288.5 |
| Aug | 0 | 0 | 0 | 0 | 1900 | 370.85 |
| Sep | 0 | 0 | 0 | 0 | 3180 | 448.25 |
| Oct | 0 | 0 | 0 | 0 | 1573 | 303.3 |
| Nov | 0 | 0 | 0 | 0 | 0 | 0 |
| Dec | 0 | 0 | 0 | 0 | 0 | 0 |
| Jan | 0 | 0 | 0 | 0 | 0 | 0 |
| Feb | 0 | 0 | 526 | 128.4 | 0 | 0 |
| Mar | 0 | 0 | 1970 | 432.2 | 0 | 0 |
| Total | 0 | 0 | 2496 | 560.6 | 11354 | 2418.9 |

Party started lease from 17.02.2017 and stopped utilizing his LC after 31.10.2017

2.14 Number of over carried parcels for the past three years, month wise

The available details of over carriage of parcel is submitted below:-

| NUMBER OF OVER CARRIED PARCELS FOR THE PAST 3 YEARS, MONTH WISE | | | |
|---|-------------------|---------|---------|
| Months | Number of parcels | | |
| | 2015-16 | 2016-17 | 2017-18 |
| Apr | | 5 | 0 |
| May | | 9 | 38 |
| Jun | | 4 | 5 |
| Jul | | 33 | 25 |
| Aug | | 15 | 1 |
| Sep | | 38 | 0 |

| | | | |
|--------------|-----------|------------|-----------|
| Oct | | 0 | 0 |
| Nov | | 1 | 0 |
| Dec | | 0 | 0 |
| Jan | 8 | 5 | 0 |
| Feb | 32 | 0 | 0 |
| Mar | 28 | 0 | 11 |
| Total | 68 | 110 | 80 |

Outward:

CASH VALUE BOOKS:

1. Local outward paid parcel way bill book
2. Foreign outward paid parcel way bill book
3. Local luggage ticket book
4. Foreign luggage ticket book
5. Cloak room ticket book
6. Money receipt book.

2.15 REGISTERS AND BOOKS:

1. Free service way bill book
2. Local outward paid cash book
3. Foreign outward paid cash book
4. Cloak room cash book
5. General parcels cash book
6. Parcel cash book summary
7. Daily details register to be conveyed to comml control office.
8. Commodity wise earnings register.
9. Register of details for 'e' balance sheet figures
10. Local luggage returns register
11. Foreign luggage returns register
12. Wharfage charges statement register
13. UTS Cash acknowledgement register

14. Loading register
15. Daily GST summary book

Inward:

1. Unloading book
2. Non perishables delivery book
3. Perishable and Luggage delivery book
4. RNP / RM delivery book
5. Lease parcels delivery book
6. Partial delivery certificate book

2.16 Other books and Registers:

1. Hoc and Toc Register
2. Private cash declaration register
3. Muster roll
4. Muster for PHC porters
5. Roster and leave register
6. Sunday stock register
7. Reweighment register
8. CMI'S inspection register
9. TIA's inspection register
10. Outstanding register
11. Unconnected / undelivered parcels register
12. Petty claims register
13. Over carried parcels register
14. I bond delivery book
15. CVD register
16. NR cell register
17. Weighing machine register
18. Open delivery book
19. Misdeclaration register

20. EA files
21. Waivel/Remission order file
22. SOB register
23. Office correspondence files and registers
24. ICV stock book
25. Parcel handling contract files and registers.
26. PCDO register for SN2 data

2.17 Details of returns to be submitted daily, weekly, once in 10 days, Fortnightly and monthly.

1. Daily traffic details figures to be conveyed to comml control
2. PCDO register for originating traffic details of parcels
3. PCDO register for commodity wise earnings and LT earnings
4. Monthly balance sheet figures
5. LOP accounts foils with daily statement and summary
6. FOP accounts foils with daily statement and summary
7. Inward guards foils bundle on monthly returns
8. Cloak Room passenger foils with daily statement & summary
9. Local luggage returns statement and summary
10. Foreign luggage returns statement and summary
11. Wharfage charges statement with summary
12. Undercharges collected statement
13. EB remission statement
14. NI and CC statement for LOP, FOP, LLT, FLT
15. Monthly returns summary book
16. And other details of statement as and when required by office

2.18 No. of RRs' (inward) delivered for the past three years, month wise

| NUMBER OF INWARD RRS DELIVERED FOR THE PAST THREE YEARS, MONTH WISE | | | |
|---|-------------|-------------|-------------|
| Months | 2015-16 | 2016-17 | 2017-18 |
| Apr | 819 | 659 | 615 |
| May | 781 | 723 | 535 |
| Jun | 768 | 795 | 587 |
| Jul | 939 | 727 | 620 |
| Aug | 809 | 775 | 586 |
| Sep | 831 | 705 | 562 |
| Oct | 1008 | 875 | 588 |
| Nov | 1065 | 813 | 614 |
| Dec | 705 | 0694 | 604 |
| Jan | 863 | 652 | 607 |
| Feb | 530 | 576 | 561 |
| Mar | 699 | 671 | 593 |
| Total | 9817 | 8665 | 7072 |
| Mly Avg | 818 | 722 | 589 |

2.19 Number of PWB (outward) booked for the past three years, month wise

| NUMBER OF OUTWARD PWBS' BOOKED FOR THE PAST THREE YEARS, MONTH WISE | | | |
|---|-------------|-------------|-------------|
| Months | 2015-16 | 2016-17 | 2017-18 |
| Apr | 451 | 481 | 530 |
| May | 528 | 482 | 414 |
| Jun | 499 | 499 | 508 |
| Jul | 337 | 439 | 486 |
| Aug | 586 | 516 | 466 |
| Total | 5789 | 6265 | 5894 |
| Mly Avg | 482 | 522 | 475 |
| Nov | 448 | 414 | 466 |
| Dec | 415 | 414 | 437 |
| | | | |

2.20

Details of outsourcing of parcel handling.

For parcel handling contract 'e' tender notification was called vide T/C215/PHC/201-18 dt. 27.07.2017

As per this notification and among the participants, the PHC contract is awarded to M/s SJR and sons-forwarders, no.63 Jayalakshmi

Nagar, Thanodamuthur road, Vadavalli, Coimbatore. 641025 Mob No.
94437 38585, 9843034840, 98
94855219 vide Sr.DCM/TPJ T/C215PHC/TJ/2017 DT.26.12.2017

PHC contractor : SJR and sons forwarders, Coimbatore.
Period of contract : 3 years.
Contract started : from 08.01.2018 evening 18 hrs.
Terms of amount : Hard parcels Rs.10 per tone
Perishables : Rs.10 per tone
Luggage : Rs.10 per tone
RNP/RM : Rs.10 per tone
HCD and animals : Rs. 3 per head
2 / 3 wheelers : Rs. 3 per vehicle
Bicycles : Rs. 6.18 per vehicle

PHC Porters : 1. S.Balasubramaniyan
2. M. Kalidoss
3. S. Kathick
4. Dhinesh
5. A. Abdul Haja

| PHC Bill Claimed | Month | No. Of articles | wt. /tones | Amt.claimed |
|------------------|------------|-----------------|------------|-------------|
| | Jan 2018 | 3225 | 81.50 | 2431.30 |
| | Feb 2018 | 2498 | 117.2 | 2339.00 |
| | Mar 2018 | 2803 | 135.0 | 2579.00 |
| | April 2018 | 2933 | 131.7 | 2615.00 |
| | May 2018 | 2746 | 119.1 | 2867.00 |

2.21 **Details related to yardstick / bench mark for parcel office.**

Thanjavur Jn. Parcel office was previously manned by 8 parcel clerks and 6 parcel porters.

On various stages it was reduced and has now come down to 4 parcel clerks only, with PHC handling contract.

But there is no much difference between the previous and current period earnings and other performances.

Further parcel office is a place where the nature and quantum of work is different and hence a perfect yardstick/ bench mark cannot be arrived at.

There is no much variation in the earnings chart when compared for the past 3 years. The same quality and quantity of performance has been exhibited by the present 3 staff whereas it was achieved during the past by 8 staff for certain periods and 5 staff during the recent past and now the sanctioned strength is only 4 of which, to make matters worse, 1 post is vacant.

At present 3 staffs only are working without proper rest for all these three months. All during this period we availed rest only if there was an urgent work or emergency, that too involving over work within the available 3 of them.

At this stage, what they could request the administration is, to arrange for the RG/LR or fill at-least the sanctioned post, for the abatement of their physical and mental agony .

2.22 BOOKING OFFICE-KMU

In this station also IUTS is introduced.

Staff Strength

CS- 1

CCC—3

Sr,CC- 3

ECRC-4

Total-11

No.of tickets issued-ANNEXURE IIc

| MONTH | Passenger tickets | Season tickets | Platform tickets |
|-------|-------------------|----------------|------------------|
|-------|-------------------|----------------|------------------|

| | 2016-17 | 2017-18 | 2016-17 | 2017-18 | 2016-17 | 2017-18 |
|---------|---------|---------|---------|---------|---------|---------|
| April | 46238 | 56300 | 586 | 568 | 5144 | 6278 |
| May | 61673 | 60410 | 564 | 504 | 7008 | 7922 |
| June | 49999 | 51931 | 590 | 534 | 5581 | 5887 |
| July | 55374 | 53741 | 648 | 597 | 5670 | 5611 |
| Aug | 61535 | 54091 | 642 | 542 | 6156 | 5185 |
| Sep | 60612 | 52174 | 636 | 536 | 5911 | 4703 |
| Oct | 53037 | 51131 | 614 | 556 | 5967 | 6267 |
| Nov | 56772 | 47036 | 615 | 533 | 6153 | 5314 |
| Dec | 57869 | 43945 | 612 | 497 | 5823 | 5374 |
| Jan | 53928 | 57035 | 688 | 577 | 6349 | 6220 |
| Feb | 54989 | 63068 | 622 | 612 | 5265 | 5596 |
| Mar | 59239 | 57669 | 676 | 582 | 6199 | 5512 |
| Total | 671265 | 648531 | 7493 | 6638 | 71226 | 69869 |
| AVG/DAY | 1839 | 1776 | 21 | 18 | 195 | 191 |

TOTAL TICKETS/DAY
2016-17 =2055 Nos.

2017-18 =1985 Nos.

AVG /DAY/2YEARS =2020

2.23 No.of PRS Tickets - KMU -Annexure II d

| PRS- KMU | | | | | | | | | |
|----------|-----------|--------|----------|-----------|--------|----------|---------|--------|----------|
| MONTH | 2016 - 17 | | | 2017 - 18 | | | 2018-19 | | |
| | APP | PASS | ERNGS | APP | PASS | ERNGS | APP | PASS | ERNGS |
| April | 9397 | 16110 | 3718493 | 10075 | 17843 | 4604550 | 9953 | 17608 | 4415732 |
| May | 9523 | 16586 | 3934345 | 9692 | 16951 | 4063035 | 9986 | 18741 | 4841170 |
| June | 10293 | 17144 | 4225090 | 9780 | 16817 | 4280370 | 9622 | 16958 | 4191594 |
| July | 11330 | 19473 | 4590480 | 10292 | 17898 | 4331225 | 9849 | 17337 | 4043480 |
| Aug | 10816 | 18283 | 4365450 | 10151 | 17101 | 4045470 | 9209 | 15591 | 3648845 |
| Sep | 10823 | 18196 | 4402670 | 9749 | 16385 | 3874625 | 9460 | 16700 | 4045590 |
| Oct | 9965 | 16036 | 3827065 | 9232 | 15713 | 3829085 | 8822 | 14512 | 3375559 |
| Nov | 11199 | 18507 | 4340665 | 9892 | 17050 | 3963305 | 8228 | 13799 | 3362982 |
| Dec | 10432 | 16720 | 3887755 | 9539 | 17688 | 4623030 | | | |
| Jan | 10196 | 17594 | 4258150 | 10517 | 18615 | 4652235 | | | |
| Feb | 9405 | 16039 | 3910545 | 10260 | 19022 | 4651920 | | | |
| Mar | 10983 | 19074 | 4607120 | 10245 | 17860 | 4241790 | | | |
| Total | 124362 | 209762 | 50067828 | 119424 | 208943 | 51160640 | 75129 | 131246 | 31924952 |
| AVG/MON | 10363 | 17480 | 4172319 | 9952 | 17411 | 4263386 | 9391 | 16405 | 3990619 |
| AVG/DAY | 345 | 582 | 139077 | 331 | 580 | 142112 | 313 | 546 | 133020 |

2.24 PARCEL OFFICE - KMU

Present Staff Deployment in parcel office AS ON 3-8-18

| | | |
|-------|---|---|
| CPSR | - | 1 |
| CBC | - | 1 |
| Sr.BC | - | 1 |

PARCEL PORTER-4

Registers / Records kept at the Parcel office

Outwards:

1. Outward parcel cash book - Local
2. Outward parcel cash book - Foreign
3. Luggage cash book - Local
4. Luggage cash book - Foreign
5. Main cash book
6. Parcel on hand book.
7. Unloading Register.
8. Loading Register- Train wise and Destination wise
9. UTM (M&DG Report)
10. Over carried Register.
11. TP Register.
12. Cash Acknowledgement Register.

Inwards:

1. Parcel delivery book - Local
2. Parcel delivery book - Foreign
3. Perishable delivery book.
4. Weighment system delivery book.
5. Lease delivery book.
6. Lease Loading Register.
7. Vehicle Removal Memo (VRM).
8. Wharfage cash book.
9. Shortage cash book.
10. Parcel on hand register – Local
11. Parcel on hand register – Foreign
12. Reweighment Register.
- 13** Messages book.
14. NR Register.
15. Auction register.
16. Inventory register.
17. OD register.

18. Parcel coaching cash book.
19. Outsourcing register.

- 20 Officers' Inspection Register.
- 21 CCI Inspection Register.
- 22 Undelivered parcel Register.
- 23 Unconnected parcel Register.
- 24 Sundry stock.
- 25 Daily earnings Register.
- 26 Indemnity Bond Register.
- 27 EA accountable Register.
- 28 Statistics register.
- 29 Private cash Declaration register.
- 30 ICV stock register.
- 31 WDRF register.
- 32 Sales tax / Seizure register.
- 33 Stamp register.
- 34 Un remarked lease parcel register.
- 35 Lease remittance register.
- 36 Lease contract staff on duty register.
- 37 Commodity wise register – Outward.
- 38 Commodity wise register – Inward.
- 39 TIA Inspection Register.
- 40 T&P register.

The main commodity here is salted fish, two wheelers, chips and Readymade Garments, household articles, cashews etc. Presently, commercial Clerks and CPS is working to look after this unit in the following manner:

- One counter is functioning 6-22 hrs to look after the booking of parcels and delivery of parcels.
- Two staffs are there to look after the unloading activities.
- One CPS is doing the supervisory work.

2.25 FREE TIME ALLOWED

| PARCEL & LUGGAGE | 2 OR 3 WHEELER | LIVE STOCK |
|--|---|---|
| 10 hrs of working of delivery section of parcel office after the consignment is unloaded | 6 hours of working of delivery section of parcel office after the consignment is unloaded | 6 hours after the consignment is unloaded |
| Charges | | |
| Rs 1 per 50 kg or part thereof per hour or part of an hour | Rs 10 for 2 wheeler Rs 25 for 3 wheeler or part of an hour | Rs 10 for per head or part of an hour |

Activity & Duration Inward

- Checking All The Inward Parcels Unloaded And Making Entry In The Respective Delivery Books.
- Checking The Scales In Booking, Re Weighment
- Marking Delivery In Delivery Books
- Including Removal Of Parcel
- Collection Of Wharfage If Any
- Detecting Undercharges Etc
- Checking Railway Receipts
- Checking Of Total Cash Collection And Remittance

Accounts & Returns Activity

- ✓ Checking Of PWB Issued, Accounted And Correct Remittance Local, Foreign, LLT, FLT, HCD, CR
- ✓ Accounting In Respective Registers
- ✓ Checking The Remittance Particulars Shift Wise Raising Charges Of Short Collection
- ✓ Summing Up Of Head wise Collection Period Ending, Month Ending
- ✓ Preparation Of Returns
- ✓ Staff Management, Attending Enquiry Complaints
- ✓ Preparation Of NDA/NHA/LAP/Absentees Statement
- ✓ Issue Of Passes, PTO
- ✓ Maintenance Of Disposal Point Register, Lost Property Office Register, Receipt Of Undelivered Parcels From The Sections

- ✓ Maintenance Of Auctioning.

Inward

- ✓ Wharfage Returns
- ✓ Foreign Undercharge Returns
- ✓ Local Under Charge Returns

Outward

- ✓ Local Outward Returns Checking With Accounts Foils
- ✓ Foreign Outward Returns Checking With Accounts Foils
- ✓ Local Lt Outward Returns Checking With Accounts Foils
- ✓ Foreign Lt Outward Returns Checking With Accounts Foils
- ✓ Hcd Outward Returns Checking With Accounts Foils
- ✓ Cancellation Charge Returns
- ✓ Lease Returns Local
- ✓ Lease Returns Foreign
- ✓ Service Tax Returns
- ✓ Cash Value Receipt Returns
- ✓ Excess Booking Returns
- ✓ Demurrage Charge Returns
- ✓ Wdrf Returns
- ✓ Penalty Charge, Punitive Charge Returns
- ✓ Miscellaneous Cash Collected Return
- ✓ Outstanding.
- ✓ Weighment of Parcels
- ✓ Checking The Forwarding Notes
- ✓ Calculation Of Freight
- ✓ Issuance of Railway Receipts
- ✓ Accounting Freight, Development Charge, Service Tax & Total and Remittance.

Transshipment and Dispatch:

- ✓ Attending The SLR Of Each Train
- ✓ Inventory Of Parcels Unloaded
- ✓ Making Entry In Unloading Register, TP Register, Inward Hoc Register In Both Ends Of Trains
- ✓ Supervision Of Loading Of Parcels No, Mark Etc And Making Entry in GR Book

2.26 NUMBER OF PWB (OUTWARDS) (IN KMU)(annexure III-a)

| MONTH | 2016-2017 | 2017-2018 | 2018-19 |
|----------------|-------------|-------------|-------------|
| APR | 176 | 156 | 203 |
| MAY | 139 | 200 | 190 |
| JUNE | 136 | 153 | 208 |
| JULY | 158 | 178 | 181 |
| AUG | 198 | 198 | 205 |
| SEP | 128 | 122 | 155 |
| OCT | 128 | 170 | 159 |
| NOV | 138 | 182 | 173 |
| DEC | 136 | 160 | 192 |
| JAN | 114 | 159 | 146 |
| FEB | 129 | 168 | --- |
| MAR | 157 | 179 | --- |
| TOTAL | 1737 | 2025 | 1812 |
| Avg/day | 5 | 6 | 6 |

NUMBER OF PWB (INWARDS) (IN KMU)

| MONTH | 2016-2017 | 2017-2018 | 2018-19 |
|----------------|-------------|-------------|-------------|
| APR | 432 | 397 | 280 |
| MAY | 436 | 446 | 304 |
| JUNE | 346 | 345 | 285 |
| JULY | 400 | 287 | 211 |
| AUG | 400 | 303 | 234 |
| SEP | 388 | 380 | 256 |
| OCT | 398 | 285 | 297 |
| NOV | 393 | 287 | 251 |
| DEC | 392 | 291 | 261 |
| JAN | 375 | 299 | 268 |
| FEB | 334 | 309 | --- |
| MAR | 426 | 284 | --- |
| TOTAL | 4720 | 3913 | 2647 |
| Avg/day | 13 | 11 | 9 |

The main commodity here is salted fish, ceramic items, two wheelers, chips, eggs, household articles, cashews etc. In PO/KMU, presently, commercial Clerks and CPS is working to look after this unit in the following manner:

- One counter is functioning 6-22 hrs to look after the booking of parcels and delivery of parcels.

2.27 PARCEL EARNINGS: (KMU)

Parcel Earnings For The Past 3 Years KMU/PO

| Months | 2015-2016 | | | | 2016-2017 | | | | 2017-2018 | | | |
|--------------|-------------|-------------|-------------|----------------|-------------|-------------|-------------|----------------|-------------|-------------|-------------|----------------|
| | PWB'S | Pkgs' | Wt.qtsl | Amount | PWB'S | Pkgs' | Wt.qtsl | Amount | PWB'S | Pkgs' | Wt.qtsl | Amount |
| APRIL | 196 | 895 | 894 | 246103 | 176 | 596 | 664 | 155141 | 156 | 460 | 625 | 154817 |
| MAY | 213 | 762 | 863 | 211661 | 139 | 441 | 578 | 146058 | 200 | 573 | 659 | 153975 |
| JUNE | 169 | 670 | 591 | 134009 | 136 | 296 | 404 | 94419 | 153 | 386 | 496 | 122796 |
| JULY | 126 | 405 | 475 | 121486 | 158 | 465 | 583 | 145033 | 178 | 497 | 631 | 135112 |
| AUG | 176 | 606 | 728 | 170911 | 198 | 487 | 663 | 137859 | 198 | 506 | 645 | 141339 |
| SEP | 146 | 323 | 423 | 91961 | 128 | 350 | 446 | 97189 | 122 | 318 | 389 | 92034 |
| OCT | 144 | 633 | 521 | 119085 | 128 | 380 | 451 | 91625 | 170 | 447 | 574 | 130352 |
| NOV | 154 | 481 | 642 | 161728 | 138 | 373 | 534 | 108521 | 182 | 507 | 638 | 130264 |
| DEC | 167 | 539 | 692 | 157609 | 136 | 321 | 452 | 105921 | 160 | 483 | 590 | 125620 |
| JAN | 138 | 453 | 522 | 136438 | 114 | 428 | 440 | 107394 | 159 | 409 | 533 | 125212 |
| FEB | 88 | 317 | 337 | 74819 | 129 | 391 | 492 | 136927 | 168 | 478 | 595 | 124015 |
| MARCH | 199 | 584 | 790 | 180907 | 157 | 442 | 579 | 132523 | 179 | 437 | 600 | 99149 |
| TOTAL | 1916 | 6668 | 7478 | 1806717 | 1737 | 4970 | 6286 | 1458610 | 2025 | 5501 | 6975 | 1534685 |
| Mly Avg | 160 | 556 | 624 | 150560 | 145 | 415 | 524 | 121551 | 169 | 459 | 582 | 127891 |
| AVG/DAY | 5.3 | | | | 4.8 | | | | 5.6 | | | |

2.28 LUGGAGE EARNINGS FOR THE PAST 3 YEARS KMU/PO

| DETAILS OF OUTWARD LUGGAGE TRAFFIC WITH WEIGHT DETAILS | | | | | | | | | | | | |
|--|------------|------------|------------|---------------|------------|-------------|-------------|---------------|------------|------------|------------|---------------|
| Months | 2015-2016 | | | | 2016-2017 | | | | 2017-2018 | | | |
| | PWB'S | Pkgs' | Wt.qtls | Amount | PWB'S | Pkgs' | Wt.qtls | Amount | PWB'S | Pkgs' | Wt.qtls | Amount |
| APRIL | 19 | 31 | 51 | 10079 | 69 | 178 | 189 | 58690 | 28 | 90 | 65 | 32021 |
| MAY | 22 | 43 | 71 | 10568 | 65 | 129 | 129 | 32219 | 29 | 87 | 67 | 27540 |
| JUNE | 31 | 71 | 70 | 9024 | 46 | 70 | 83 | 9047 | 18 | 28 | 16 | 1862 |
| JULY | 29 | 77 | 87 | 12177 | 43 | 73 | 60 | 10986 | 14 | 29 | 19 | 2168 |
| AUG | 32 | 59 | 58 | 6900 | 50 | 76 | 77 | 8220 | 14 | 24 | 24 | 541 |
| SEP | 27 | 61 | 48 | 7130 | 59 | 131 | 129 | 28969 | 7 | 20 | 20 | 3262 |
| OCT | 29 | 42 | 57 | 6398 | 41 | 94 | 80 | 20441 | 21 | 28 | 31 | 3262 |
| NOV | 17 | 41 | 39 | 7422 | 45 | 86 | 110 | 18276 | 16 | 55 | 48 | 18526 |
| DEC | 21 | 81 | 139 | 59590 | 33 | 96 | 91 | 35808 | 6 | 21 | 24 | 8527 |
| JAN | 41 | 134 | 111 | 43572 | 40 | 71 | 86 | 18019 | 12 | 46 | 36 | 12055 |
| FEB | 26 | 101 | 99 | 39003 | 26 | 77 | 83 | 26367 | 13 | 48 | 40 | 1995 |
| MARCH | 17 | 41 | 133 | 42922 | 33 | 84 | 52 | 16356 | 12 | 27 | 23 | 9214 |
| TOTAL | 311 | 782 | 963 | 254785 | 550 | 1165 | 1169 | 283398 | 190 | 503 | 413 | 120973 |
| Mly Avg | 26 | 65 | 80 | 21232 | 46 | 98 | 98 | 23617 | 16 | 42 | 35 | 10081 |
| AVG/ | 1 | | | | 1.5 | | | | 1 | | | |

2.29

| Months | EARNINGS IN RUPEES | | |
|----------------|---------------------------|--------------|--------------|
| | 2015-16 | 2016-17 | 2017-18 |
| Apr | 1890 | 2380 | 2375 |
| May | 2245 | 2440 | 2080 |
| Jun | 1725 | 2020 | 3035 |
| Jul | 2510 | 2810 | 2905 |
| Aug | 1905 | 2520 | 2155 |
| Sep | 1910 | 1815 | 4985 |
| Oct | 2015 | 1260 | 1870 |
| Nov | 1605 | 2050 | 2470 |
| Dec | 2350 | 3620 | 3740 |
| Jan | 3060 | 1965 | 2915 |
| Feb | 17875 During mahamaham | 2345 | 2415 |
| Mar | 5395 | 2865 | 2500 |
| Total | 44485 | 28090 | 33445 |
| Mly Avg | 3708 | 2341 | 2787 |

2.30. Booking Office –MV

In this station also IUTS is introduced.

Staff Strength

DY.SMR-1

CS- 3

CCC-7

Sr,CC- 1

ECRC-3

Total-15

2.31 No. of tickets issued- Annexure II e

| MONTH | 2016-17 | | | 2017-18 | | | 2018-19 | | |
|-------|-------------|------|--------|-------------|------|--------|---------|------|--------|
| | JOURNE Y | ST | ATVM | JOURNE Y | ST | ATVM | JOURNEY | ST | ATVM |
| April | 43031 | 269 | 18567 | 44347 | 226 | 16397 | 47204 | 237 | 17906 |
| May | 54838 | 217 | 15675 | 49047 | 185 | 18271 | 55431 | 221 | 21095 |
| June | 45899 | 264 | 14567 | 39943 | 237 | 16563 | 58233 | 263 | 8726 |
| July | 48076 | 282 | 13979 | 46149 | 258 | 11735 | 61139 | 292 | 7400 |
| Aug | 53760 | 276 | 9110 | 40956 | 235 | 16669 | 61111 | 296 | 13862 |
| Sep | 46351 | 301 | 17023 | 56759 | 212 | 18472 | 64814 | 263 | 9504 |
| Oct | 44938 | 255 | 12277 | 40871 | 226 | 15934 | 61699 | 294 | 9406 |
| Nov | 45263 | 227 | 14827 | 37100 | 197 | 12632 | 49068 | 222 | 12534 |
| Dec | 50068 | 273 | 8985 | 35867 | 241 | 13810 | 59952 | 293 | 9447 |
| Jan | 55123 | 276 | 3456 | 44557 | 224 | 18007 | 62183 | 281 | 7815 |
| Feb | 50414 | 272 | 8013 | 50843 | 287 | 13201 | --- | --- | --- |
| Mar | 43789 | 338 | 17102 | 47852 | 251 | 13296 | --- | --- | --- |
| Total | 581550 | 3250 | 153581 | 534291 | 2779 | 184987 | 580834 | 2662 | 117695 |

| | | | | | | | | | |
|-------------|-------|-----|-------|-------|-----|-------|-------|-----|-------|
| AVG/ MON | 48463 | 271 | 12798 | 44524 | 232 | 15416 | 58083 | 266 | 11770 |
| AVG/DAY | 1615 | 9 | 427 | 1486 | 8 | 514 | 1936 | 9 | 392 |

TOTAL TICKETS/DAY (journey &ST)

2016-17 = 1624 Nos.

2017-18 =1494 Nos.

2018-19 =1945 Nos.

2.32 PRS EARNINGS – MV (Annexure-II-f)

| PRS -MV | | | |
|----------------|--------------|--------------|--------------|
| MONTH | 2016-17 | 2017-18 | 2018-19 |
| April | 7021 | 7025 | 7141 |
| May | 7356 | 7299 | 7190 |
| June | 7570 | 7223 | 7013 |
| July | 8004 | 7390 | 7561 |
| Aug | 7406 | 7249 | 7410 |
| Sep | 7253 | 6943 | 7401 |
| Oct | 6726 | 6863 | 6754 |
| Nov | 7339 | 6528 | 6762 |
| Dec | 7056 | 6917 | 7104 |
| Jan | 6983 | 7355 | 7129 |
| Feb | 6380 | 7356 | |
| Mar | 7268 | 6942 | |
| Total | 86362 | 85090 | 71465 |
| AVG/MON | 7197 | 7091 | 7147 |
| AVG/DAY | 240 | 236 | 238 |

2.33 Parcel Office-MV

Present Staff Deployment in parcel office AS ON 3-8-18

CPSR-1

CBC-1

Sr.BC-1

PARCEL PORTER-4

No.of PWBs issued (Annexure- III b)

| MONTH | 2016-2017 | 2017-2018 | 2018-19 |
|--------------|-------------|-------------|-------------|
| APR | 175 | 121 | 114 |
| MAY | 162 | 115 | 145 |
| JUNE | 204 | 169 | 174 |
| JULY | 215 | 186 | 185 |
| AUG | 136 | 156 | 172 |
| SEP | 171 | 108 | 277 |
| OCT | 141 | 131 | 183 |
| NOV | 180 | 89 | 212 |
| DEC | 122 | 75 | --- |
| JAN | 150 | 130 | ---- |
| FEB | 145 | 130 | ---- |
| MAR | 103 | 121 | --- |
| TOTAL | 1904 | 1531 | 1462 |

| | | | |
|----------------|------------|------------|------------|
| Avg/mon | 159 | 128 | 183 |
| Avg/day | 5 | 4 | 6 |

Luggage traffic PWB average per day is 2 only.

2.34 Booking Office- CUPJ

In this station also IUTS is introduced.

Staff Strength

DY.SMR-1

CS- 3

CCC—7

Sr,CC- 1

ECRC-3

Total-15

No. of tickets issued-B.O. (annexurell g)

| MONTH | 2017-18 | | | 2018-19 | | |
|----------------|-------------|----------|-------------------------|-------------|----------|---------------------|
| | JOURNE Y | ST | Platfor m tickets | JOURNE Y | ST | Platform tickets |
| April | --- | 33 | 357 | 18536 | 42 | 258 |
| May | --- | 27 | 389 | 21462 | 32 | 355 |
| June | 15586 | 32 | 235 | 17438 | 36 | 223 |
| July | 15853 | 45 | 215 | 18016 | 48 | 230 |
| Aug | 15891 | 40 | 172 | 17830 | 42 | 237 |
| Sep | 16015 | 34 | 54 | 17148 | 29 | 178 |
| Oct | 15388 | 39 | 209 | 15761 | 38 | 182 |
| Nov | 12897 | 29 | 158 | 13410 | 34 | 181 |
| Dec | 14710 | 35 | 208 | 16665 | 41 | 238 |
| Jan | 15044 | 34 | 228 | 16818 | 42 | 240 |
| Feb | 17180 | 41 | 179 | ---- | 384 | ---- |
| Mar | 18668 | 39 | 188 | ---- | | ---- |
| Total | 157232 | 428 | 2592 | 173084 | 384 | 2322 |
| AVG/MON | 15723 | 35 | 216 | 17308 | 32 | 194 |
| AVG/DAY | 524 | 2 | 7 | 577 | 1 | 6 |

TOTAL TICKETS/DAY

2017-18 =524 Nos.

2018-19 =577 Nos.

AVG/DAY=524+577/2 = 550

2.35 PRS Earnings-CUPJ(Annexurellh)

| PRS –CUPJ | | | |
|------------------|----------------|----------------|----------------|
| MONTH | 2016-17 | 2017-18 | 2018-19 |
| April | 217 | 172 | 230 |
| May | 207 | 153 | 280 |
| June | 188 | 168 | 372 |
| July | 227 | 158 | 367 |
| Aug | 212 | 141 | 428 |
| Sep | 210 | 153 | 383 |
| Oct | 169 | 165 | 344 |
| Nov | 132 | 195 | 426 |
| Dec | 169 | 217 | 525 |
| Jan | 193 | 281 | 497 |
| Feb | 154 | 278 | --- |
| Mar | 221 | 267 | --- |
| Total | 2299 | 2348 | 3852 |
| AVG/MON | 192 | 196 | 321 |
| AVG/DAY | 6 | 7 | 11 |

2.36 Parcel Office-CUPJ

Present Staff Deployment in parcel office AS ON 3-8-18

CPSR-1

CBC-1

Sr.BC-1

PARCEL PORTER-2

No.of PWB issued(annexure III-c)

| PWB - OUTWARD | | | |
|----------------------|------------------|------------------|----------------|
| MONTH | 2016-2017 | 2017-2018 | 2018-19 |
| APR | 299 | 249 | 256 |
| MAY | 264 | 250 | 252 |
| JUNE | 384 | 287 | 244 |
| JULY | 364 | 300 | 309 |
| AUG | 329 | 287 | 342 |
| SEP | 317 | 267 | 354 |
| OCT | 346 | 264 | 388 |
| NOV | 308 | 239 | 329 |
| DEC | 253 | 172 | 397 |
| JAN | 239 | 390 | 299 |
| FEB | 249 | 298 | --- |
| MAR | 222 | 320 | --- |
| TOTAL | 3574 | 3323 | 3170 |

| | | | |
|----------------|------------|------------|------------|
| Avg/mon | 298 | 277 | 264 |
| Avg/day | 10 | 9 | 9 |

| PWB - INWARD | | | |
|---------------------|------------------|------------------|----------------|
| MONTH | 2016-2017 | 2017-2018 | 2018-19 |
| APR | 192 | 172 | 141 |
| MAY | 181 | 105 | 184 |
| JUNE | 126 | 121 | 91 |
| JULY | 131 | 95 | 123 |
| AUG | 150 | 124 | 160 |
| SEP | 116 | 98 | 90 |
| OCT | 128 | 86 | 82 |
| NOV | 130 | 114 | 90 |
| DEC | 110 | 112 | 95 |
| JAN | 148 | 117 | 123 |
| FEB | 155 | 134 | 1179 |
| MAR | 180 | 152 | |
| TOTAL | 1747 | 1430 | 1179 |
| Avg/mon | 146 | 119 | 98 |
| Avg/day | 5 | 4 | 3 |

3.0 CRITICAL ANALYSIS

- 3.1 Commercial Department plays a major role in Railway's earnings since the system is directly connected with passengers. The commercial trend of passenger earnings is being maintained on day to day basis. Railways continue to heed for augmentation of special trains and coaches. The technological development from manual operation to computerized system in the railways is a boon for booking office, as well as for passengers and the introduction of internet and the e-ticketing has since made inroads and tedious procedures like approaching counters, standing in queue, carrying cash, waiting for transaction have all shrunk to a major extent.
- 3.2 As a major employer, the main crunch in the building is the expenditure on establishment for Zonal Railways. This needs pruning at stages possible and mostly in non-safety categories. Though, there have been modifications, improvement in technology, application and facilitation, these have to be translated in terms of manpower planning. Wherever technological advancement has been enforced, the same should be implemented and result achieved.
- 3.3 Since the workload at booking office and parcel office counter is not uniform in nature i.e., during peak hours, the issue of ticket is continuous and during non-peak hours, the counters are idle, the staff requirement is arrived on need base wherever necessary.

It is seen from Railway Board letter no. 2013/TG IV/10/PA/Policy dated 23.09.2013 (enclosed as **Annexure – IV**) that the yardstick for booking office has been enhanced to 1000 tickets per shift per counter in peak hour from the earlier yardstick of 800. Even though the sample survey shows i.e it is feasible to issue 1100 to 1200 per shift per counter during peak hours.

3.4 **Booking Office - Group “C”**

1000 card tickets in a shift of 8 hours

1200 platform tickets in a shift of 8 hours

120 season tickets in a shift of 8 hours

Parcel Office - Group “C”

50 Way Bills booked in a shift of 8 hours

100 deliveries made in a shift of 8 hours

3.5 **Integrated Unreserved Ticketing System at 138 stations launched on Southern Railway**

12 May 2018 in Category(ies): Posted on [12/05/2018](#) Categories [Southern Railway](#), [Traffic Commercial](#)

For speedy access of ticketing facilities and optimum utilisation of railway resources, Southern Railway has launched Integrated Unreserved Ticketing System, merging ticket counters.

CHENNAI: For speedy access of ticketing facilities and optimum utilisation of railway resources, Southern Railway (SR) has launched Integrated Unreserved Ticketing System (IUTS), merging both unreserved ticket counters and reserved ticket counters, at 138 stations in six divisions in Tamil Nadu and Kerala recently.

This means passengers will be able to purchase reserved tickets at unreserved ticket counters between 8 am and 8 pm at select stations in Madurai, Tiruchy and Salem divisions, while reserved ticket counters will also sell unreserved tickets during peak hours in Chennai division, said railway sources.

According to official records, the zone has 566 unreserved ticket counters across Chennai, Madurai, Tiruchy, Salem, Thiruvananthapuram and Palakkad divisions, while it has only 121 reserved ticket counters. Though SR operates 74 additional counters for booking reserved tickets — 45 at non rail head (NRH) locations, 20 at post offices and nine Yatri Ticket Suvidha Kendra (YTSK) counters operated by private agencies, it could not cater to demand.

Though more than 55 per cent of reserved tickets are booked through IRCTC, a section of passengers still wanted to purchase through counters. “Trains bound for southern Tamil Nadu has huge ticket demand and railways is unable to provide dedicated PRS counters for many stations in Madurai and Tiruchy divisions. So we have merged both UTS and PRS counters together at many stations in Tiruchy and Madurai division in the last two months.

Of the 116 UTS counters, an UTS counter at each of 40 stations, including Pamban, Madurai East, Mettur and Kizhapuliyur railway stations, has been earmarked as IUTS counter for performing the dual role in Madurai division. As many as 28 counters out of 110 counters were converted as unified counters across Tiruchy division, while 18 counters were upgraded in Salem division. All the counters were upgraded in C, D and E category stations.

“Chennai division has limited demand for reservation counters. Six counters at Villivakkam, Puttur, Nayudupetta, Ekambarakuppam, Gudiyatham and Vaniyambadi have been selling both unreserved tickets and reserved tickets.

The integrated ticketing system will enable railways to serve passengers without increasing manpower and creating additional infrastructure. However, the railways said that functioning of the counters will depend on passenger patronage at the particular station.

“When smaller stations had passage of express and passenger trains, the ticketing staff has been directed to sell only unreserved tickets. During Tatkal hours, the counter staff will cater to passengers who want to purchase reserved tickets.

"unless facilities such as IUTS and the rerouting of more trains there cannot be chances to increase passenger traffic"

Requirement of Staff at TJ Booking Office:-

Booking counter is operated for issue of tickets. The work load in terms of number of tickets issued at Booking Office is collected for three years (April 2015 – March 2016, April 2016 – March 2017, April 2017 – March 2018) and staff requirement has been calculated on the basis of yardstick.

3.6 DATA SHEET FOR BOOKING OFFICE CALCULATION

| TJ BOOKING OFFICE | | |
|--|---|------------------|
| Tickets sold /day | = | 4687 |
| Yardstick %age per shift (1000) | = | $4687 \div 1000$ |
| | = | 4.687 say 5 |
| PRS applications avg/day(considering the past 3 years) | | 449 |
| Staff required as per yard stick of 140 applications | = | 3 |
| Over all supervising (In charge) | = | 1 |
| For accounts, cash remittance & balance sheet and other returns and verification of daily concessions, etc., | = | 2 |
| Total | = | 11 |
| RG 16.66% | = | 2 |
| Subtotal | = | 13 |
| LR 20% | = | 2 |
| Total | = | 15 |
| Therefore the Net total = 15 | | |

KMU BOOKING OFFICE

- 3.7 While analyzing the no of tickets issued and earnings of the booking office from the past three years it clearly shows that both are considerably reduced. Whereas the no of tickets issued and earnings from ATVM is doubled during the same period.

CALCULATION

| KMU BOOKING OFFICE | | |
|---|---|------------------|
| Tickets sold /day | = | 2020 |
| Yardstick %age per shift (1000) | = | $2020 \div 1000$ |
| | = | 2.02 say 2 |
| PRS applications avg/day(considering the past 3 years) | = | 330 |
| Staff required as per yard stick of 140 | = | 2.3 say 2 |

| | | |
|--|---|---|
| applications | | |
| Over all supervising (In charge) | = | 1 |
| For accounts, cash remittance & balance sheet and other returns and verification of daily concessions, etc., | = | 1 |
| Total | = | 6 |
| RG 16.66% | = | 1 |
| Subtotal | = | 7 |
| LR 20% | = | 1 |
| Total | = | 8 |
| Therefore the Net total = 8 | | |

Additional duties and RG can also be met from the idle time of parcel office staff.

3.8 MV BOOKING OFFICE

While analyzing the no of tickets issued and earnings of the booking office from the past three years it clearly shows that both are considerably reduced. Whereas the no of tickets issued and earnings from ATVM is doubled during the same period.

CALCULATION

| MV BOOKING OFFICE | | |
|--|---|------------|
| Tickets sold /day | = | 2131 |
| Yardstick %age per shift (1000) | = | 2131÷1000 |
| | = | 2.13 say 2 |
| PRS applications avg/day(considering the past 3 years) | = | 234 |
| Staff required as per yard stick of 140 applications | = | 1.6 say 2 |
| Over all supervising (In charge) | = | 1 |
| For accounts, cash remittance & balance sheet and other returns and verification of daily concessions, etc., | = | 1 |
| Total | = | 6 |
| RG 16.66% | = | 1 |
| Subtotal | = | 7 |
| LR 20% | = | 1 |

| | | |
|------------------------------------|---|---|
| Total | = | 8 |
| Therefore the Net total = 8 | | |

Additional duties and RG can also be met from the idle time of parcel office staff.

3.9 CUPJ BOOKING OFFICE

While analyzing the no of tickets issued and earnings of the booking office from the past three years it clearly shows that both are considerably reduced. Taking into account of all these factors it clearly shows that the present recommendation by the work study team is justified.

It is also recommended to provide ATVM so that the avg. tickets sold per day is only 564 which can be easily be met by ATVM.

CALCULATION

| CUPJ BOOKING OFFICE | | |
|--|---|-----------------|
| Tickets sold /day | = | 564 |
| Yardstick %age per shift (1000) | = | $564 \div 1000$ |
| | = | 0.56 say 1 |
| PRS applications avg/day(considering the past 3 years) | = | 30 |
| Staff required as per yard stick of 140 applications | = | 1 |
| Over all supervising (In charge) | = | 1 |
| For accounts, cash remittance & balance sheet and other returns and verification of daily concessions, etc., | = | - |
| Total | = | 3 |
| RG 16.66% & LR 20% | = | 1 |
| Subtotal | = | 4 |
| Total | = | 4 |
| Therefore the Net total = 4 | | |

Additional duties and RG can also be met from the idle time of parcel office staff.

3.10 DATA SHEET FOR PARCEL OFFICE -TJ

| | | |
|----------------------------------|---|----|
| No. of PWBs dealt per day | = | 41 |
| Clerks required as per yardstick | = | 1 |

| | | | |
|--|---|---------|---|
| Loading and unloading of parcels | = | - | |
| TO RUN shifts in P.O | | = | 2 |
| Total staff | = | 3 | |
| One CPS for Supervisory duties included in B.O | = | - | |
| RG (16.66%) & LR(20%) | = | 1 | |
| The requirement at Parcel Office / TJ is | = | 4 staff | |

Parcel loading and unloading is given contract to M/s. SJR & Sons Forwarders, Coimbatore, for the period of 08.01.2018 to 07.01.2021 to the value of Rs.36827/-

3.11 DATA SHEET FOR PARCEL OFFICE: (KMU)

| | | | |
|--|---|----|-------|
| No. of PWBs dealt per day | = | 20 | |
| Clerks required as per yardstick | = | 1 | |
| Loading and unloading of parcels | = | 0 | |
| To run 2 shifts extra one staff is allowed | = | 1 | |
| Therefore, total staff including LR & RG | = | 1 | |
| for Supervisory duties | = | 0 | |
| The requirement at Parcel Office / KMU is | = | 3 | staff |

Parcel loading and unloading is given contract to Shri.Murali Chirakkal, Malappuram, Kerala for the period of 25.11.2018 to 24.11.2021 to the value of Rs.4,87,172/-.

CLOCK ROOM IS GIVEN TO CONTRACT FROM 01.02.2019

3.12 STAFF REQUIREMENT AT PARCEL OFFICE/MV:

DATA SHEET FOR PARCEL OFFICE: (MV)

| | | | |
|--|---|---|--|
| No. of PWBs dealt per day | = | 5 | |
| Clerks required as per yardstick | = | 1 | |
| Loading and unloading of parcels | = | 0 | |
| To run Shifts in P.O | = | 2 | |
| RG (16.66%) & LR (20%) | = | 1 | |
| Therefore, total staff including LR & RG | = | 4 | |
| Supervisory duties- included in B.O | = | - | |

The requirement at Parcel Office / MV is = **4 staff**

Parcel loading and unloading is given contract to Shri.Murali Chirakkal, Malappuram, Kerala for the period of 09.11.2018 to 08.11.2021 to the value of Rs.4,52,050/-.

3.13 STAFF REQUIREMENT AT PARCEL OFFICE/CUPJ:

DATA SHEET FOR PARCEL OFFICE: (CUPJ)

| | | |
|---|---|----------------|
| No. of PWBs dealt per day | = | 15 |
| Clerks required as per yardstick | = | 1 |
| But to run shifts one post is given additionally | = | 1 |
| RG (16.66%) LR (20%) | = | 1 |
| Therefore, total staff including LR & RG | = | 3 |
| Loading and unloading of parcels (parcel Porters) | = | 2 |
| One CPS for Supervisory duties included in B.O | = | 0 |
| The requirement at Parcel Office / CUPJ is | = | 5 staff |

3.14 Total requirement of commercial staff is summarized as under:-

Since IUTS is implemented ECRC is included in sanction

| Unit Name | Sanction | Actual | Requirement | Surplus |
|--------------|-----------|-----------|-------------|-----------|
| TJ/BO | 22 | 15 | 15 | 7 |
| KMU/BO | 15 | 11 | 8 | 7 |
| MV/BO | 12 | 11 | 8 | 4 |
| CUPJ/BO | 6 | 4 | 4 | 2 |
| Total | 55 | 41 | 35 | 20 |

Total requirement of commercial staff is summarized as under:-

| Unit Name | Sanction | Actual | Requirement | Surplus |
|-----------------|-----------|--------------|-------------|-----------|
| TJ/PO | 5 | 5 | 4 | 1 |
| KMU/PO | 5 | 1 | 3 | 2 |
| MV/PO | 4 | 3 | 4 | - |
| CUPJ/PO | 3 | 3 | 3 | - |
| Luggage Porters | 11 | 2(CUPJ)) | 2(CUPJ) | 9 |
| Total | 28 | 14 | 16 | 12 |

Recommendation No.1

The following posts are found surplus as detailed below, may be surrendered & credited to vacancy bank.

| Unit Name | CS LEVEL 7 | CCC LEVEL6 | Sr.CC LEVEL5 | CC LEVEL 3 | Surplus |
|------------------|-----------------------|-----------------------|-------------------------|-----------------------|----------------|
| TJ/BO | 2 | 3 | 1 | 1 | 7 |
| KMU/BO | 3 | 3 | - | 1 | 7 |
| MV/BO | 2 | 1 | - | 1 | 4 |
| CUPJ/BO | - | 1 | - | 1 | 2 |
| Total | | | | | 20 |

| Unit Name | CS LEVEL 7 | Sr.CC LEVEL6 | CC LEVEL 5 | CC LEVEL 3 | Surplus |
|----------------------------|-----------------------|-------------------------|-----------------------|-----------------------|----------------|
| TJ/PO | - | - | - | 1 | 1 |
| KMU/PO | - | 1 | - | 1 | 2 |
| MV/PO | - | - | - | - | - |
| CUPJ/PO | - | - | - | - | - |
| Luggage Porters GP-1800 | - | - | - | - | 9 |
| Total | | | | | 12 |

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(Total

(No of posts = 32)

4.0 PLANNING BRANCH'S REMARKS ON CO-ORDINATING OFFICER'S VIEWS

Further to this work study, the following remarks are furnished :-

Coordinating Officers Views :

- 4.1 Altogether 23 posts in Group –C and 9 posts in Group – D have been recommended for surrender and this was contemplated based on the proposed merger of ECRCs with the Commercial staff. Now, Railway Board vide their circular RBE No.59/2019 dated 05.04.2019 have proposed a new formula for merger which in effect could be implemented only in case of fresh recruitment in Level – 3, thus calling for a re-assessment in treating these posts as surplus.

Planning Branch's Remarks

As per RBE No.59/2019, para No.8, the existing Commercial staff may be utilized across functional categories, wherever such utilization is considered inescapable in administrative exigencies.

Moreover, at present the IUTS system is functioning in major stations. The surplus post was identified based on the tickets sold per day and calculated as per yard stick and the required manpower is assessed.

Coordinating Officers Views

- 4.2 Moreover, the posts identified in work study report were originally operated in the TVR-TTP-KKDI, TTP- AGX section and during gauge conversion and these posts were transferred to stations mainly within Thanjavur and Mayiladuthurai sections such as TJ, KMU, CUPJ, TVR, NGT, NCR and KIK etc.,. During gauge conversion over TVR-KKDI section, new stations have been established at VLNK, KIK, KIKP , and MQ.

The posts were transferred and operated from the TVR-TTP-KKDI, TTP-AGX section were utilised at these stations. The posts operated at these stations are barely adequate and require to be strengthened especially owing to the increase in traffic.

Now with the imminent opening of TVR-KKDI section on completion of gauge conversion, the remaining posts have to be once again redeployed and operated at stations between TVR-TTP-KKDI and also at AGX which is likely to be opened for Goods and Passenger traffic.

Planning Branch's Remarks

- 4.3 During the collection of Sanction, actual, vacancy, excess statement, it was nowhere mentioned that these posts are temporarily transferred and earmarked for stations between TVR-TTP-KKDI and also at AGX which is likely to be opened for Goods and Passenger traffic.

Moreover at present separate sanction is available for all the stations and the staff are working. If needed additional posts may be created by duly surrendering the surplus posts without redeployment.

Coordinating Officers Views

- 4.4 It is estimated that a bare minimum strength in the following break up is required at stations over this Division including the shortly to be opened TVR-TTP-KKDI, TTP-AGX section as detailed below:

| Sl. No . | Station | No. of staff available at present | Additional No . of staff required | Remarks |
|----------|---------|-----------------------------------|-----------------------------------|--|
| 1 | TTP | Nil | 5 | 3 Regular staff + 1 LR/RG, 1 supervisor |
| 2 | PHT | 2 | 2 | 3 Regular staff + 1 LR/RG, |
| 3 | AGX | Nil | 2 | For goods operations |
| 4 | KIKP | 3 | 1 | 1 additional staff especially during night to supervise loading on account of the heavy transactions dealt at this siding. |
| 5 | TVR | 8 staff in 2 Counters | 3 | Due to opening of TVR-TTP-KKDI section one more counter needs to be operated in addition to the two counters |
| 6 | MQ | 2 | 1 | 1 additional post required due to introduction of trains during night and in early hours of the day. |

| | | | | |
|----|------|-----|---|------------------------------|
| 7 | NMJ | 3 | 1 | 1 RG/LR |
| 8 | TDPR | Nil | 2 | Parcel office opened at TDPR |
| 9 | TNM | Nil | 2 | Parcel office opened at TNM |
| 10 | CDM | Nil | 2 | Parcel office opened at CDM |
| 11 | SY | Nil | 2 | Parcel office opened at SY |

Planning Branch's Remarks

For the new stations in the opened TVR-TTP-KKDI, TTP-AGX section , separate sanction may be created by duly surrendering the surplus posts without redeployment.

Coordinating Officers Views

Consequent to introduction of parcel handling contract, the surplus Group – D posts have been redeployed at TDPR, TNM, VRI, KIK & CDM Stations and are now being operated there. Thus, surrendering posts at this moment would lead to unnecessary hardships as there would be absolutely no posts available for utilization at stations over this division.

Hence, considering the above, this division is not in a position to agree to the recommendations of the work study report.

Planning Branch's Remarks

As per the minutes of AGM's meeting held on 11.04.2014, Para b. in page 2 (Annexure –VI) whenever surplus posts are identified by the work study cell, Divisions should not resort to redeployment and should surrender the identified posts. If at all redeployment / re-pinpointing of posts are required, the same should be done before commencement of the work study.

Hence, the posts identified as surplus is justified.

As it is reiterated by the Co-ordinating Officer and considering the increase in traffic trend, the surplus posts and the requirement is revised as under:

REVISED RECOMMENDATIONS**Recommendation No.1**

| Unit Name | Sanction | Actual | Requirement | Surplus |
|--------------|-----------|-----------|-------------|-----------|
| TJ/BO | 22 | 15 | 20 | 2 |
| KMU/BO | 15 | 11 | 11 | 4 |
| MV/BO | 12 | 11 | 10 | 2 |
| CUPJ/BO | 6 | 4 | 4 | 2 |
| Total | 55 | 41 | 45 | 10 |

| Unit Name | CS LEVEL 7 | CCC LEVEL6 | Sr.CC LEVEL5 | CC LEVEL 3 | Surplus |
|--------------|---------------|---------------|-----------------|---------------|-----------|
| TJ/BO | 0 | 0 | 1 | 1 | 2 |
| KMU/BO | 0 | 3 | - | 1 | 4 |
| MV/BO | 0 | 1 | - | 1 | 2 |
| CUPJ/BO | - | 1 | - | 1 | 2 |
| Total | | | | | 10 |

Recommendation No.2

| Unit Name | Sanction | Actual | Requirement | Surplus |
|-----------------|-----------|-------------|-------------|----------|
| TJ/PO | 5 | 5 | 5 | 0 |
| KMU/PO | 5 | 1 | 5 | 0 |
| MV/PO | 4 | 3 | 4 | 0 |
| CUPJ/PO | 3 | 3 | 3 | 0 |
| Luggage Porters | 11 | 2(CUPJ) | 2 (CUPJ) | 9 |
| Total | 28 | 14 | 19 | 9 |

| Unit Name | LEVEL 7 | LEVEL6 | LEVEL 5 | LEVEL 3 | Surplus |
|---------------------------------|---------|--------|---------|---------|----------|
| Luggage Porters GP Rs.1800/- | - | - | - | - | 9 |
| Total | | | | | 9 |

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CHAPTER – V**5.0 FINANCIAL SAVINGS**

5.1 If the recommendations made in the study report are implemented, the annual recurring financial savings will be as under:

| Sl. No. | Category | No.of posts | Grade Pay (Rs.) | Money value (Rs.) | Annual Savings (Rs.) |
|--------------|--------------------|-------------|-----------------|-------------------|----------------------|
| 1 | Chief Comml. Clerk | 5 | 4200 | 80551 | 4833060 |
| 2 | Sr.Comml. Clerk | 1 | 2800 | 66218 | 794616 |
| 3 | Comml. Clerk | 4 | 2000 | 49486 | 2375328 |
| 4 | Parcel Porter | 9 | 1800 | 40821 | 4408668 |
| Total | | 19 | | | 12411672 |



WORK STUDY TO REVIEW THE
COMMERCIAL STAFF STRENGTH OF
BOOKING OFFICE AND PARCEL OFFICE
AT TJ, KMU, MV &CUPJ STATIONS
TPJ DIVISION



WORK STUDY TO REVIEW THE
COMMERCIAL STAFF STRENGTH OF
BOOKING OFFICE AND PARCEL OFFICE
AT TJ, KMU, MV &CUPJ STATIONS
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AT TJ, KMU, MV &CUPJ STATIONS
TPJ DIVISION