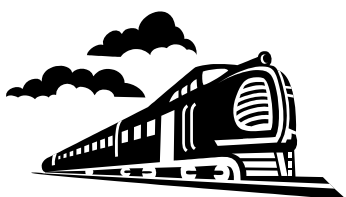
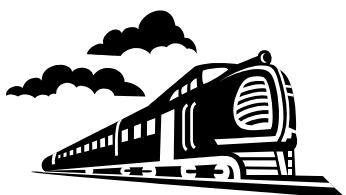


WORK STUDY TO REVIEW THE
OPERATING STAFF STRENGTH
AT
TI SECTION OF SA – KRR SECTION
(VIA NMKL) EXCLUDING SA & KRR
STATIONS OF SA - DIVISION



WORK STUDY TO REVIEW THE
OPERATING STAFF STRENGTH
AT
TI SECTION OF SA – KRR SECTION
(VIA NMKL) EXCLUDING SA & KRR
STATIONS OF SA - DIVISION



WORK STUDY TO REVIEW THE
OPERATING STAFF STRENGTH
AT
TI SECTION OF SA – KRR SECTION
(VIA NMKL) EXCLUDING SA & KRR
STATIONS OF SA - DIVISION
TPJ DIVISION

SOUTHERN RAILWAY

PLANNING BRANCH

G. 275 / WSSR-391920 / 2019-20

**WORK STUDY TO REVIEW THE
OPERATING STAFF STRENGTH
AT
TI SECTION OF SA – KRR SECTION
(VIA NMKL) EXCLUDING SA & KRR
STATIONS OF SA - DIVISION**

STUDIED BY

**WORK STUDY TEAM
OF
PLANNING BRANCH**

NOVEMBER 2019



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ACKNOWLEDGEMENT

The Work study team acknowledges the valuable guidance and co-operation extended by the Sr.DOM/SA, AOM/G/SA (co-ordinating officer), TI/II/SA (co-ordinating Supervisor) and staff of Operating Branch in the Division and at TI Section of SA – KRR stations (via) NMKL which were of great assistance in completing the study.

(ii)

AUTHORITY

Annual programme of work studies as approved by SDGM for the year 2019-20.

(iii)

TERMS OF REFERENCE

To review the operating staff strength at TI section of SA – KRR (Via NMKL) excluding SA & KRR stations of SA Division.

(iv)

METHODOLOGY

- 1) Need based requirement of each location / activity.
- 2) Interaction with officers, supervisors and staff.
- 3) Physical observation of activities.
- 4) Provision of RG and LR as per extent cadre.

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(V)

SUMMARY OF RECOMMENDATIONS

RECOMMENDATION No.1

One post of Station Superintendent (SS) in the Grade pay of Rs.4600/- sanctioned for NMKL station may be surrendered and credited to the bank of surplus post.

RECOMMENDATION No.2

Two posts of P.Man 'A' in the grade of Rs.1900/- excess to the requirement at NMKL station may be surrendered and credited to bank of surplus post.

RECOMMENDATION No.3

One post of P.Man 'B' in the grade of Rs.1800/- excess to the requirement at NMKL station may be surrendered and credited to bank of surplus post.

(TOTAL – FOUR POSTS)

REVISED RECOMMENDATION:

The Co-ordinating Officer has stated that the identified excess above 4 posts at NMKL station has already been pinpointed vide DPO/SA Lr. No. SA/P.135/ II/ SMs/ Vacancy, dated 30.05.2019 and SA/P.135/II/SHM-PM/Vacancy dated 30.05.2019. Hence, the revised sanctioned posts in the SHM/PM Cadre and SM Cadre (i.e Station Superintendent and Station Master) are at par with the recommendations of the Work Study team. Hence, no post has been identified as excess at NMKL station.

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1.0 INTRODUCTION

- 1.1 Operating department of Railways is the lynchpin for Railway operations and is the co-ordinating centre of all other activities to provide the service of Transportation to the public. It is also the public interface of Railways and its functions are concentrated at the primary unit of Railways i.e. at the Railway Stations. Their core activity pertains to punctual and safe movement of trains, Very often the activities of Operating staff extends to other areas and multi skilling is an essential pre-requisite for them.
- 1.2 At Railway Board level both Operating and Commercial Branches are coming under Traffic Department under Member Traffic. Even at stations the Commercial staff is under the control of Station Masters. This control extends over Loco Pilots inside the station limits and over some non-operative categories in the matter of cleanliness. The Co-ordination with other Govt. / Quasi Government Agencies / Authorities, Disaster Management Authorities, the Management of Station Consultative Committee, Official Language Implementation Committee, Colony Committee etc. are also normally coming under Operating Branch control.
- 1.3 The Freight Operation and Yard Activities are also controlled by Operating staff. There is virtually no activity in Railways in which operating staff is not involved, though their role may be peripheral in many spheres, such actions on time at the spot is very vital for Railway Operations.
- 1.4 **SALEM DIVISION:**
Salem division is one among the six divisions of Southern Railway. It was carved out from the Palakkad division in 2006. It covers about 15 districts in Tamil Nadu and has a total route length of 862 km (536 mtrs). Coimbatore Junction is the busiest railway station in this division and accounts for 45% of the revenues. The other major stations include CBE North Jn., ED, SA, TUP and KRR junctions/stations.

2.0 PRESENT SCENERIO

2.1 This study is to review operating staff strength at TI section of SA-KRR section (via NMKL) excluding SA & KRR stations of SA division.

2.2 SALEM Division is one among the six Divisions in southern Railway operating with Superfast, Express, Mails and passenger trains. Salem division covered with 9 sections of JTJ –ED, ED – CBE – PTJ, TPJ – ED, KRR – DG, SA – VRI, SA – MTDM, SA – KRR, CBE- MTP, and MTP – UAM & PTJ- CNV (Closed for Gauge conversion). These sections are partly covered by electrified and partly by non-electrified. All the trains bound for MAS, Southern/ Northern part of India can be passed through this Division. This division is covered with Textile Industries, Electrical, Mechanical Motor Industries as well as business and tourist spots.

SA – KRR (via NMKL) section is one among the 9 sections of SA division. This section connects the trains' starts from ED and TPJ. In this section Namakkal station is a famous pilgrimage station where the Anjaneyar, Arthanareeswarar and kollimalai hills are situated nearby this station.

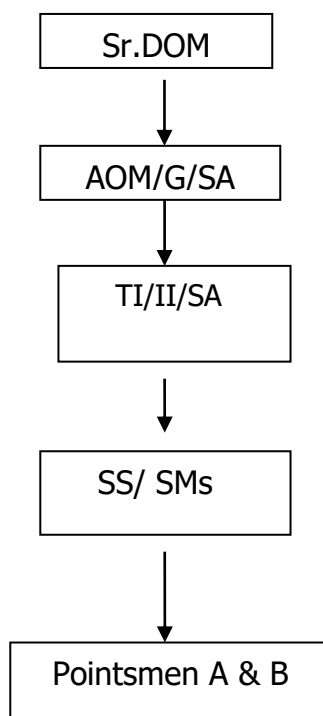
In this study an analysis has been made to review the operating staff strength at SA – KRR section (Via NMKL) except SA & KRR stations.

The following stations are covered under the jurisdiction of TI/II/SA –KRR section via NMKL.

1. Mallur (MALR)
2. Rasipuram (RASP)
3. Puduchatram (Halt station)
4. Kalangani (KLGN)
5. Namakkal (NMKL)
6. Laddivadi (Halt station)
7. Mohanur (MONR)
8. Vanagal (Halt station)

2.4 ORGANISATIONAL SET UP

2.4.1 The Operating Department of SA Division is under the control of Sr.DOM/SA and the organisation control of the Units under study is as follows:



2.5 The Sanction, Actual, Vacancy and Excess particulars of TI/II/SA section are as follows :

Auth: DPO/SA letter No.SA/P/Work Study/Optg dated 29.07.2019.

Sl. No.	Station	Category	Pay Band	San.	Act.	Vac.	Excess
1	MALR	SS	GP 4600	1	1	0	0
		SM	GP 4200	2	2	0	0
		P.Man 'A'	GP 1900	3	1	2	0
		P.Man 'B'	GP 1800	3	4	0	1
Total				9	8	2	1
2	RASP	SS	GP 4600	1	1	0	0
		SM	GP 4200	2	2	0	0
		P.Man 'A'	GP 1900	1	2	0	1
		P.Man 'B'	GP 1800	2	1	1	0
Total				6	6	1	1
3	KLGN	SS	GP 4600	1	1	0	0
		SM	GP 4200	2	2	0	0
		P.Man 'A'	GP 1900	1	1	0	0

		P.Man `B`	GP 1800	2	2	0	0
Total				6	6	0	0
4	NMKL	SS	GP 4600	1	1	0	0
		SM	GP 4200	3	3	0	0
		Sr.PM	GP 2800	2	0	2	0
		P.Man `A`	GP 1900	2	3	0	1
		P.Man `B`	GP 1800	1	2	0	1
Total				9	9	2	2
5	MONR	SS	GP 4600	1	1	0	0
		SM	GP 4200	2	1	1	0
		P.Man `A`	GP 1900	1	1	0	0
		P.Man `B`	GP 1800	2	2	0	0
Total				6	5	1	0
G.Total				36	34	6	4

4.2 The operating staff at this section is performing duties in two shifts under EI roster.

1. MALLUR (MALR) :

MALR is 'B' Class Station between KRR and SA on BG single line electrified section on "E" route. This station is situated at 13.225 km away from SA Jn., and the station building is erected at PF No.1. All the points and signals are operated from RRI control panel in the station house.

BLOCK STATIONS:

UP Direction - SA Jn at 13.225 km

Down Direction - RASP 12.680 km

GRADIENT :

- Track opposite to PF : 1 in 1200 falling towards Salem Jn.,
- Salem End : The steepest gradient 1 in 200 rising away from the station.
- KRR End : The steepest gradient 1 in 200 falling towards the station.

LAY OUT OF THE STATION:

- ❖ There are three running lines available at MALR
- ❖ Road 1 is provided with high level passenger platform. H/L island passenger PF is provided between Rd.2 & 3.
- ❖ The Rd.No.2 & 3 are loop lines.
- ❖ A trolley path is provided on either side connecting these passenger PFs at either end.

SYSTEM OF WORKING:

FM type single line handled token less block instrument is provided for MALR – SA & MALR – RASP block section in SMs office and multiple aspect colour light interlock signalling is provided to STD – II R. The power supply to signalling installation of this station is drawn normally from Railway overhead equipment system (OHE). A diesel generator is provided in a separate room as a standby arrangement.

STAFF STRENGTH:

Sl. No.	Category	Pay Band	San.	Act.	Vac.	Excess
1	SS	GP 4600	1	1	0	0
2	SM	GP 4200	2	2	0	0
3	P.Man A	GP 1900	3	3	0	0
4	P.Man B	GP 1800	3	3	0	0
Total			9	9	0	0

LEVEL CROSSINGS:

S.No.	LC No.	Location at Km	Class/ Dept	Type	Normal Position	Interlocked or not	Communication
1.	4	13/600-700	C/Traffic	LB	Opened for road traffic	Interlocked	Provided with SM/MALR
2.	2	8/100-200	C/Engg.	LB	Closed for road traffic	Non-interlocked	Provided with SM/MALR
3.	3	10/100-200	C/Engg.	LB	Closed for road traffic	Non-interlocked	Provided with SM/MALR
4.	5	14/300-400	C/Engg.	LB	Opened for road traffic	Non-interlocked	Provided with SM/MALR

APPROVED ROSTER FOR ALL CATEGORY OF OPERATING STAFF: (EI ROSTER)

All the operating staff at this station is performing duties in 2 shifts in EI roster as 0800 hrs to 2000 hrs and from 2000 hrs to 0800 hrs.

NO. OF GOODS/PASSENGER TRAINS HANDLED AT THIS STATION:

At an average of 324 up trains and 300 down trains handled per month. Normally 11 up trains and 10 down trains are handed per day. An average of 7 goods trains are stabled in a month.

2. RASIPURAM (RASP) :

RASP is 'B' Class Station between KRR and SA on BG single line electrified section on "E" route. This station is situated at 25.920 km away from SA Jn., and the station house is erected at PF No.1. All the points and signals are operated from control panel in the station house.

BLOCK STATIONS:

UP Direction	- MALR 12.68 km
Down Direction	- KLGN 13.695 km.

GRADIENT :

- Track opposite to PF : 1 in 1200 falling towards Karur Jn.,
- Salem End : 1 in 200 falling towards the station away from the station.
- KRR End : 1 in 200 falling towards KLGN station.

LAY OUT OF THE STATION:

- ❖ There are three running lines available at RASP
- ❖ Road 1 is provided with high level passenger platform. H/L passenger PF is provided between Rd.2 & 3.
- ❖ The Rd.No.2 & 3 are loop lines.
- ❖ A trolley path is provided on either side connecting these passenger PFs at either end.
- ❖ An ROB passes over a cross points 50 & 52 at Salem end of the station yard.

SYSTEM OF WORKING:

FM type single line handle token less block instrument is provided for RASP – MALR & RASP – KLGN block section in SMs office and multiple aspect colour light interlock signalling is provided to STD – II (CR). Trains on the adjacent block sections are working under the absolute block system. The OFF aspect of the advanced starter signal constitutes the authority to precede for the Loco Pilot of the train to enter the respective Block section ahead. Calling on signals and signal post Telephone are provided below DN & UP home signal No.1A & 32a. Continues track circuits are provided for all the running lines between UP and Down home signals and for 5 rail length in rear of the home signals, across over points connecting all roads including run over lines on either sides of Road 1 and 3. The power supply to signalling installation of this station is drawn normally from railway overhead equipment system (OHE). A diesel generator is provided in a separate room as a standby arrangement.

STAFF STRENGTH:

Sl. No.	Category	Pay Band	San.	Act.	Vac.	Excess
1	SS	GP 4600	1	1	0	0
2	SM	GP 4200	2	2	0	0
3	P.Man A	GP 1900	0	1	0	1
4	P.Man B	GP 1800	3	2	1	0
Total			6	6	1	1

LEVEL CROSSINGS:

S.No.	LC No.	Location at Km	Class/ Dept	Type	Normal Position	Interlocked or not	Communication
1.	6	30/600-700	C/Engg.	LB	Closed for road traffic	Non-Interlocked	Provided with SM/RASP
2.	7	32/800-900	C/Engg.	LB	Closed for road traffic	Non-interlocked	Provided with SM/RASP

APPROVED ROSTER FOR ALL CATEGORY OF OPERATING STAFF: (EI ROSTER)

All the operating staff at this station is performing duties in 2 shifts in EI roster as 0800 hrs to 2000 hrs and from 2000 hrs to 0800 hrs.

3. KALANGANI (KLGN) :

KLGN is a 'B' Class Station between KRR and SA on BG single line electrified section on "E" route. This station is situated at 39.60 km away from SA Jn., and the station house is erected at PF No.1. All the points and signals are operated from control panel in the station house.

BLOCK STATIONS:

UP Direction	- RASP 13.69 Kms
Down Direction	- NMKL 11.80 km.

GRADIENT :

- Track opposite to PF : 1 in 1200 falling towards Salem Jn.
- Salem End : 1 in 200 falling towards the station
- KRR End : 1 in 200 falling towards the station.

LAY OUT OF THE STATION:

- ❖ There are two running lines available at this station
- ❖ Road No.1 is provided with high level passenger platform over run line is provided at either end of Road No.1
- ❖ Road No.2 is the mainline and the Rd.No.1 is loop line
- ❖ A foot over bridge connects passenger PF on Road 1 & 2.

SYSTEM OF WORKING:

- ❖ Trains on the adjacent block sections are worked under the absolute block system.
- ❖ Means of working – FM type single line handle type token less block instrument and multiple aspect colour light signalling interlocked to STD – II R.

- ❖ Power supply arrangement - Normal supply is EB and stand by supply is diesel Gen Set.
- ❖ Shunting: For onward movement T/806 + Shunt Key in addition to clearing starter signal and for inward shunt movement is to be done by using shunt signals.

STAFF STRENGTH:

Sl. No.	Category	Pay Band	San.	Act.	Vac.	Excess
1	SS	GP 4600	1	1	0	0
2	SM	GP 4200	2	2	0	0
3	P.Man	GP 1900	3	3	0	0
Total			6	6	0	0

LEVEL CROSSINGS:

S.No.	LC No.	Location at Km	Class/ Dept	Type	Normal Position	Interlocked or not	Communi- cation
1.	8	34/100-200	C/Engg.	LB	Open to road traffic	Non-Interlocked	Provided with SM/KLGN
2.	9	43/800-900	C/Engg.	LB	Open to road traffic	interlocked	Provided with SM/KLGN
3.	10	44/800-900	C/Engg.	LB	Open to road traffic	interlocked	Provided with SM/KLGN

APPROVED ROSTER FOR ALL CATEGORY OF OPERATING STAFF: (EI ROSTER)

All the operating staff at this station is performing duties in 2 shifts in EI roster as 0800 hrs to 2000 hrs and from 2000 hrs to 0800 hrs.

4. NAMAKKAL (NMKL) :

NMKL is a 'B' Class Station between KRR and SA Jn on BG single line electrified section on "E" route. This station is situated at 51.40 km away from SA Jn., and the station house is erected at PF No.1. All the points and signals are operated from control panel in the station house.

BLOCK STATIONS:

UP Direction	- KLGN 11.80 Kms
Down Direction	- MONR 18.22 kms.

GRADIENT :

- Track opposite to PF : 1 in 1200 falling towards Salem Jn.
- Steepest Gradient on SA end : 1 in 200 falling towards the station
- Steepest Gradient on KRR End : 1 in 200 falling towards the station.

LAY OUT OF THE STATION:

- ❖ There are four running lines available at this station
- ❖ Road No.1 is provided with high level passenger platform. High level island passenger platform is provided between Road Nos.2 & 3. Over run line are provided at both end of Road 1 and 3.
- ❖ Road No.2 is the mainline and the Rd.No.13, & 4 are loop lines
- ❖ Road No.4 is Goods R&D line with an unloading platform of length 620m.
- ❖ A Sub way connects the passenger platform.
- ❖ A Road over bridge cuts across all the four running lines at the norther end of this station yard.
- ❖ A trolley path is available on either side connecting both PF 1 and Island platform (Between Road 2 & 3).

SYSTEM OF WORKING:

- ❖ Trains on the adjacent block sections are worked under the absolute block system.

STAFF STRENGTH:

Sl. No.	Category	Pay Band	San.	Act.	Vac.	Excess
1	SS (Supervisory)	GP 4600	1	0	1	0
2	SS		1	1	0	0
3	SM	GP 4200	2	3	0	1
4	Sr.P.Man/P.Man 'A'	GP 1900	6	4	2	0
5	P.Man B	GP 1800	3	1	2	0
Total			13	9	5	1

LEVEL CROSSINGS:

S.No.	LC No.	Location at Km	Class/ Dept	Type	Normal Position	Interlocked or not	Communi- cation
1.	11	49/000-100	C/Engg.	LB	Closed to road traffic	Non-Interlocked	Provided with SM/NMKL

APPROVED ROSTER FOR ALL CATEGORY OF OPERATING STAFF : (EI ROSTER)

All the operating staff at this station is performing duties in 2 shifts in EI roster as 0800 hrs to 2000 hrs and from 2000 hrs to 0800 hrs.

5. MOHANUR (MONR) :

MONR is a 'B' Class Station between KRR and SA Jn on BG single line electrified section on "E" route. This station is situated at 69.62 km away from SA Jn., and the station house is erected at PF No.1. All the points and signals are operated from control panel in the station house.

BLOCK STATIONS:

UP Direction - NMKL 18.22 Kms
Down Direction - KRR 15.50 kms.

GRADIENT :

- Track opposite to PF : 1 in 1200 falling towards KRR Jn.
- Steepest Gradient on SA end : 1 in 200 raising away from the station
- Steepest Gradient on KRR End : 1 in 200 falling towards the station.

LAY OUT OF THE STATION:

- ❖ There are three running lines available at this station
- ❖ Road No.1 is provided with high level passenger platform. High level island passenger platform is provided between Road Nos.2 & 3. Over run line are provided at either end of Road 1 or 3.
- ❖ Road No.2 is the mainline
- ❖ A Sub way connects the passenger platform.
- ❖ A Road under bridge is provided between Up Shunt Signal No.17 and Down Starter Signal No.8.
- ❖ A trolley path is available on either side connecting both the PF 1 and Island platform (Between Road 2 & 3).

SYSTEM OF WORKING:

- ❖ Trains on the adjacent block sections are worked under the absolute block system.

STAFF STRENGTH:

Sl. No.	Category	Pay Band	San.	Act.	Vac.	Excess
1	SS	GP 4600	1	1	0	0
2	SM	GP 4200	2	2	0	1
4	P.Man A	GP 1900	0	2	0	2
5	P.Man B	GP 1800	3	1	2	0
Total			6	6	2	2

LEVEL CROSSINGS:

S.No.	LC No.	Location at Km	Class/ Dept	Type	Normal Position	Interlocked or not	Communi-cation
1.	12	64/500-600	C/Engg.	LB	Closed to road traffic	Non-Interlocked	Provided with SM/MONR

APPROVED ROSTER FOR ALL CATEGORY OF OPERATING STAFF : (EI ROSTER)

All the operating staff at this station is performing duties in 2 shifts in EI roster as 0800 hrs to 2000 hrs and from 2000 hrs to 0800 hrs.

DUTIES OF SS / SM (NON – GAZETTED)

- General Supervision
- Inspection and ensuring of proper working of Signals / Points etc. and report the defects.
- Ensure working of staff according to Rules (GRs / SRs, BWMs, ARS, Special Instructions, Standing orders etc.)
- Ensure that all the staff is in possession of Rule Books, Connection slips, Competency certificate etc.
- Conveying of orders and ensuring that they are carried out.
- Correspondence with superiors.
- Ensuring wearing of proper uniform.
- Ensure declarations by staff in the appropriate registers including Fog signal register by trackmen. (When the absence is for 15 days or when new corrections to SWR is received in the former case and once in a quarter for Trackman).
- Maintenance of safety records.
- Inspection of cabins, SM's offices, nominated staff for cleaning points, General cleanliness.
- Allotment of duties and preparation of daily duty roster.
- Ensure keeping of required safety equipments at relevant places, in sufficient numbers.
- Claiming of pay, allowances, forwarding of advances, loan application etc.
- Leave related duties, checking of muster roll, grievance registers (3) OTA registers (3) complaint book entries forwarding to DRM.

- Issue of pass / PTO / DCP / other authorities for all subordinate staff.
- Preparing and arrange meetings like OLIC, Colony Committee, Station Consultative Committee, Daily Supervisors Meeting, etc. regularly as per schedule.

2.7 **Points man on duty:**

1. As and when required to perform Shunting duties.
2. Cleaning of Points with graphite powder and reporting failures to SM.
3. Coupling, uncoupling & securing of vehicles
4. Setting and locking of points, traps derailing switches, setting of lines to sand humps, dead end etc. as required.
5. Clamping and locking of points, wagons, wagon springs etc. during failure, breakage etc.
6. Exchange of all right signal, all ready signals with SM, Guard, Gate Keeper, Loco pilot etc.

2.10 **Essential equipments:**

Flags Red & Green, Hand signal lamps (Tricolour), Lamps and Padlocks with key Detonators, LB collars, Rust rail collars, LB Caps , Safety chain with padlocks, Isolator switch key in glass fronted box, MRV & BD keys in glass fronted box Skids, Wedges, Sprags, Point clamps with pad lock, Spring clamp with keys Fire bucket with sand, Fire bucket with water, Fire extinguisher, Panel, Block instrument, BPAC indicator, Route cancellation indicator, Power failure indicator, calling on indicator, shunt key, S&T relay room double lock keys, signal post telephone at respective signals.

2.10.1 **COMMUNICATION FACILITIES:**

The cabin, SMs rooms etc. are provided with 11 communication circuits and the following are the means of communication.

Block phones, Track circuits, Axle counters, VHF sets, Auto phones, Control phones, BSNL phones, Magnets phones, walkie talkie & signal post telephones.

The communication with phones connected to line clear, reception, despatch, failures, shunting, closure of LC gates, etc., are normally authorised by exchange of private numbers.

2.11 **LIST OF REGISTERS.**

There are about 40 prescribed registers to be maintained at stations excluding the commercial and yard specific registers.

Rule Books to be kept at Stations:

1. General Rules 1976 with correction memo
2. Block working Manual I & II,
3. Accident Rules
4. Working time table (WTT)
5. Operating manual
6. Public Time Table
7. The railway Act 1989.
8. Junction distance table of all zones
9. Station working rules(SWR)
10. Gate working rules
11. 25 kv electrified sections instructions.
12. First aid rules and fire fighting rules
13. Brake power rules.
14. Consumer Protection Act 1986.

2.12 **OTHER DUTIES:**

The in charge SS/SM has to maintain muster roll.

Leave Register, pass / PTO and relevant registers. LEO and staff grievance registers, OTA / CR registers, Register for various meetings, pay and allowances including mileage and TA, complaints register etc.

- 2.13 At the time of data collection, It was observed by the work study team that, as per the HOER under EI roster, the staff who are occupying Railway quarters have to perform 72 hrs duty and the other staffs have to perform 60 hrs duties in a week. But, in this section, all the operating staffs are performing 72 hrs duties in a week whether they are provided with quarters or not.
- 2.13 By keeping all the above data's, an analysis has been made to assess the requirement of operating staff for SA – KRR section (via NMKL) except KRR and SA stations.

3.0 CRITICAL ANALYSIS

General

The duties of operating staff are generally round the clock on all the days of the year. The requirements are worked out on the basis of work load. That is, the number of trains, shunting operation etc, so as to see that the punctuality and safety are not compromised.

Safety related issues:

1. Requirement of constant attention on panel indications especially at Junction / Busy station by panel SM.
2. Requirement to exchange All Right Signals with guard and loco pilot on both sides of run through trains as per GR / SR 4.42.
3. Sustained attention from the time of blocking to the time of reaching of trains at the block stations (To take instant action in case of rolling down, collision / obstruction in midsection etc).
4. Issue of visibility of hand signals by shunting staff in long formation especially on curves or factors impairing visibility.
5. Instant attention and action required for protection in case of accidents, breakdown, obstruction of adjacent lines, train out of control, rolling down of vehicles, OHE break down and reporting of the same to the authorities concerned without delay.
6. Assistance to injured / stranded passengers

These concerns are normally taken care of while prescribing the no. of staff in each shift in SWR. But the correction to SWR are required very often which are justified on account of

1. Doubling of lines
2. Electrification & requirements of power change.
3. Increase or decrease shunting operations
4. Change in system of working
5. Closure of stations, cabins, LC gates etc.
6. Attaching of coaches (Tourist, Inspection carriages, slip coaches during crowded seasons etc.).

3.1. So variation from SWR provision can be suggested in work study provided it is justified to address these concerns but correction to SWR should proceed in the case of reduction. In some SWRs, the requirement of shunting staff (yard staff) may be vaguely written "as necessary". Here the work study has to analyse the actual requirements on filed observations duly considering the following facts.

1. The Speed of shunting, reception on obstructed lines, dispatch / reception on non signaled lines, during failure of signals etc. shall not exceed 15 KMPH.
2. The standard time for one shunt movement is 20 mts.
3. The walking speed of shunt staff is 5 kms. Per hour.
4. The locking of points, setting against the occupied lines and securing of vehicles without engine is of paramount importance.
5. The issue of appropriate authorities shall be in prescribed format and after taking the precautions specified.

3.2. Cessation of services is only in extreme cases and there are a set of rules for working under abnormal conditions like

1. Failure of all communication
2. Works on the line
3. Inclement weather – Fog, Heavy rains, over flowing of water. Over track, absconding of Gate keepers, Non- turning up of Patrol man etc.
4. Failure of equipments – Head lights, spring, hot axle, etc.
5. Non provision of BV Equipments (Portable phone, Electrical box, stretchers and fire extinguisher).
6. Law and order problems
7. Injury on duty – LP, Guard, Station staff etc.
8. Delay in Boarding, detraining, loading, and unloading of parcels due to heavy crowd, bunching, precedence and crossings etc. especially during mela periods, VIP visits etc.

The requirement of operating staff for each station on SA-KRR section via NMKL except KRR and SA stations are arrived as follows.

MALLUR (MALR):

Sl.No.	Category	No.of Shift per day	No.of staff required per shift	Total staff required
1.	SS/SM	2	1 x 2	2
2	RG/LR for SS/SM	-	-	1
3.	P.Man 'A' & 'B'(For station duty)	2	1 x 2	2
4.	P.Man 'A' & 'B'(For Gate duty)	2	1 x 2	2
5.	RG/LR for P.Man 'A & 'B'	-	-	2
Total			-	9

SANCTION Vs REQUIREMENT FOR MALLUR STATION:

Sl.No.	Category	Sanction	Actual	Requirement	Surplus
1.	SS/SM	3	3	3	0
2.	P.Man 'A' & 'B'	6	6	6	0
Total		9	9	9	0

RASIPURAM (RASP):

Sl.No.	Category	No.of Shift per day	No.of staff required per shift	Total staff required
1.	SS/SM	2	1 x 2	2
2.	RG/LR for SS/SM	-	-	1
3.	P.Man 'A' & 'B'(For station duty)	2	1 x 2	2
4.	RG/LR for P.Man 'A' & 'B'			1
Total			-	6

SANCTION Vs REQUIREMENT FOR RASIPURAM STATION:

Sl.No.	Category	Sanction	Actual	Requirement	Surplus
1.	SS/SM	3	3	3	0
2.	P.Man 'A' & 'B'	3	3	3	0
Total		6	6	6	0

KALANGANI (KLGN):

Sl.No.	Category	No.of Shift per day	No.of staff required per shift	Total staff required
1.	SS/SM	2	1 x 2	2
2.	RG/LR for SS/SM	-	-	1
3.	P.Man 'A' & 'B'(For station duty)	2	1 x 2	2
4.	RG/LR for P.Man 'A & 'B'	-	-	1
Total			-	6

SANCTION Vs REQUIREMENT FOR KALANGANI STATION:

Sl.No.	Category	Sanction	Actual	Requirement	Surplus
1.	SS/SM	3	3	3	0
2.	P.Man 'A' & 'B'	3	3	3	0
Total		6	6	6	0

NAMAKKAL (NMKL):

Sl.No.	Category	No.of Shift per day	No.of staff required per shift	Total staff required
1.	SS/SM	2	1 x 2	2
2.	RG/LR for SS/SM	-	-	1
3.	Sr.P.Man, P.Man 'A' & 'B' (For station duty)	2	2 x 2	4
4.	RG/LR for P.Man 'A & 'B'	-	-	2
Total			-	9

SANCTION Vs REQUIREMENT FOR NAMAKKAL STATION:

Sl.No.	Category	Sanction	Actual	Requirement	Surplus
1.	SS (Supervisory)	1*	0	0	1*
2.	SS/SM	3	4	3	0
3.	P.Man 'A'	6	4	4	2
4.	P.Man 'B'	3	1	2	1
Total		13	9	9	4

NOTE:

- *One SS post is sanctioned as supervisory post at this station. Due to less work load, the SS (Supervisory) post has been transferred and operating the post as TI/ATU.
- NMKL station is an important station in this section. This station is deals with goods traffic and normally an average of 9 rakes have been received for unloading. This requires 2 times shunting for a single rake while on placing and at the time of removal of rakes. It was observed from the records; 5 to 7 rakes bound for other stations are stabled at this station and an average of 90 to 100 shunting are being performed per month. To do the shunting duties, two point's men per shift are allowed to perform the shunting duties at the station.

RECOMMENDATION No.1

One post of Station Superintendent (SS) in the Grade pay of Rs.4600/- sanctioned for NMKL station may be surrendered and credited to the bank of surplus post.

RECOMMENDATION No.2

Two posts of P.Man 'A' in the grade of Rs.1900/- excess to the requirement at NMKL station may be surrendered and credited to bank of surplus post.

RECOMMENDATION No.3

One post of P.Man 'B' in the grade of Rs.1800/- excess to the requirement at NMKL station may be surrendered and credited to bank of surplus post.

MOHANUR (MONR):

Sl.No.	Category	No.of Shift per day	No.of staff required per shift	Total staff required
1.	SS/SM	2	1 x 2	2
2.	RG/LR for SS/SM	-	-	1
3.	P.Man 'A' & 'B' (For station duty)	2	1 x 2	2
4.	RG/LR for P.Man 'A & 'B'	-	-	1

Total	-	6
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SANCTION Vs REQUIREMENT FOR MOHANUR STATION:

Sl.No.	Category	Sanction	Actual	Requirement	Surplus
1.	SS/SM	3	3	3	0
3.	P.Man 'A'	0	2	0	0
4.	P.Man 'B'	3	1	3	0
Total		6	6	6	0

The following station at this section is a contract stations and no Railway staffs are posted at these stations.

- a) Puduchatram
- b) Laddivadi
- c) Vanagal

SUMMARY OF REQUIREMENT OF STAFF FOR SA – KRR SECTION (VIA) NMKL EXCEPT SA AND KRR STATIONS.

Sl. No.	Name of the station	Category	Sanction	Actual	Requirement	Surplus
1.	MALR	SS/SM	3	3	3	0
		P.Man 'A' & 'B'	6	5	6	0
2.	RASP	SS/SM	3	3	3	0
		P.Man 'A' & 'B'	3	3	3	0
3.	KLGN	SS/SM	3	3	3	0
		P.Man 'A' & 'B'	3	3	3	0
4.	NMKL	SS/SM	4	4*	3	1
		Sr.P.Man, P.Man 'A' & 'B'	9\$	5	6	3
5.	MONR	SS/SM	3	2	3	0
		P.Man 'A' & 'B'	3	3	3	0
Total			40	34	36	4

*One SM is being utilised as RG/LR for RASP and KLGN stations. The RG/LR SM for these stations may provide from the strength of TI/II/SA as all the SMs in this section are performing duties in EI roster.

\$ As per the data submitted by SM/NMKL, the sanctioned strength of P.Man 'A' and P.Man 'B' is shown as 9 instead of 5 as shown by DPO/SA.

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

Co-ordinating Officer's views were received vide Sr.DOM/SA's Lr. No. SA/T/Staff/Work Study, Dt.: 05.11.2019 is placed as Annexure III. The remarks of Planning Branch on Co-ordinating Officer's Views are as follows:-

4.1 CO-ORDINATING OFFICER'S VIEWS:

One Post of SM in GP Rs.4600/- found excess at NMKL:

As per the above recommendation the excess post has already been identified and it has been utilized as TI/ATU in the revised pin pointing for the effective handling and smooth operation in the Division. The post is very essential and hence the post SS/NMKL in Rs. 4600/- was transferred to ATU and it is being used as TI/ATU from 07.08.2018 with the approval of DRM/SA.

PLANNING BRANCH REMARKS:

Agreed to.

4.2 CO-ORDINATING OFFICER'S VIEWS :

Two posts of PM-A in GP Rs. 1900/- and one post of P.Man-B in GP Rs. 1800/- found excess at NMKL:

In the revised pin pointing dated 30.05.2019, the above said posts i.e. 2 posts in GP Rs.1900/- and one post in GP Rs.1800/- have been already identified and being utilized at various essential locations for the smooth operation of the Division.

PLANNING BRANCH REMARKS:

Agreed to.

5.0 FINANCIAL SAVINGS

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ANNEXURE – 1

Sanction, Actual, Vacancy and Excess statement at SA – KRR section (via) NMKL except SA and KRR stations.

Sl. No.	Station	Category	Pay Band	San.	Act.	Vac.	Excess
1	MALR	SS	GP 4600	1	1	0	0
		SM	GP 4200	2	2	0	0
		P.Man 'A'	GP 1900	3	1	2	0
		P.Man 'B'	GP 1800	3	4	0	1
Total				9	8	2	1
2	RASP	SS	GP 4600	1	1	0	0
		SM	GP 4200	2	2	0	0
		P.Man 'A'	GP 1900	1	2	0	1
		P.Man 'B'	GP 1800	2	1	1	0
Total				6	6	1	1
3	KLGN	SS	GP 4600	1	1	0	0
		SM	GP 4200	2	2	0	0
		P.Man 'A'	GP 1900	1	1	0	0
		P.Man 'B'	GP 1800	2	2	0	0
Total				6	6	0	0
4	NMKL	SS(Sup)	GP 4600	1	0	1	0
		SS/SM	GP 4200	3	4	0	1
		Sr.P.Man	GP 2800	2	0	2	0
		P.Man 'A'	GP 1900	4	4	0	0
		P.Man 'B'	GP 1800	3	1	2	0
Total				13*	9	5	1
5	MONR	SS	GP 4600	1	1	0	0
		SM	GP 4200	2	1	1	0
		P.Man 'A'	GP 1900	1	1	0	0
		P.Man 'B'	GP 1800	2	2	0	0
Total				6	5	1	0
G.Total				40	34	9	3

*As per the data submitted by SM/NMKL.

ANNEXURE - II

ANNEXURE – I to Board's letter No. E(G) 91 / LRI – 2 (Master Circular dated 25.12.1991).

Provision of Leave Reserve for various categories:

Sl. No.	Categories	Percentage provision
1	Operating staff requiring replacement even for short periods for normal working – Group C	16 2/3% to 30%
2	Operating staff requiring replacement even for short periods for normal working – Group D	16 2/3% to 30%
3	Loco running staff of all grades	15% to 30%
4	Guards Grade C	15% to 30%
5	Commercial staff, Inspectorial or Supervisory staff and such staff of all departments or require replacement even for short periods for smooth and efficient working	15 – 25%
6	Group D staff of Commercial and other departments as required replacement even for short periods for smooth and efficient working	15% to 25%
7	Office Clerks, Workshop staff and such staff of all departments, who need not be replaced for short periods – Group C & skilled	12.5%
8	Group D & semi skilled	12.5%
9	Unskilled and other categories for whom substitutes can be engaged	12.5%