

G-275/WSSR/011819/2019-20

WORK STUDY TO REVIEW THE STAFF STRENGTH AT TICKET PRINTING FACTORY /TPJ

SOUTHERN RAILWAY

PLANNING BRANCH

G.275 / WSSR- 011819 / 2019-20

WORK STUDY TO REVIEW THE STAFF STRENGH AT TICKET PRINTING FACTORY-TPJ

STUDIED BY

WORKSTUDY TEAM

OF

PLANNING BRANCH

JUNE 2019

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(i)

ACKNOWLEDGEMENT

The study team conveys its sincere thanks to DRM/TPJ, AMPS/RPM, SSE/TPF/TPJ and other staff of SSE/TPF/TPJ for their co-operation and assistance for conducting and completing the work study in time.

(ii)

TERMS OF REFERENCE

Work Study to review the staff strength at SSE/TPF/TPJ

(iii)

METHODOLOGY

The following methodology has been adopted while conducting the above study.

- 1. Collection and compilation of data.
- 2. Discussion with field Officials.
- 3. To arrive the requirement of staff strength as per the data furnished by SSE/TPF/TPJ on need basis.

(iv)
SUMMARY OF RECOMMENDATIONS

DESIGNATIONS	SANC	ACTUAL	VACANY	SURPLU
				S
SENIOR SECTION ENGINEER	3	3	0	3
JUNIOR ENGINEER	2	0	2	2
OFFICE SUPERINDENTANT	3	2	1	3
TICKET COUNTING - Sr.TECH	4	4	0	4
TICKET COUNTING - TECH Gr.I	10	1	9	10
PRINTING - Sr.TECH	3	3	0	3
PRINTING - TECH Gr.I	8	1	6	8
PROOF READING TECH Gr.I	1	2	0	1
PROOF READING TECH Gr.II	1	0	1	1
COMPOSING - Sr.TECH	1	0	0	1
COMPOSING – TECH Gr.I	2	0	2	2
FITTER – TECH Gr.I	1	0	1	1
MACHINE MAN- TECH Gr.I	0	0	0	0
TOTAL	0	16	23	0

ARAR

1.0 INTRODUCTION

Indian Railways has created a user friendly atmosphere to its customers both in service and passenger amenities. As a first step it introduced the computerized Reservation system in the year 1986.

Ticket printing factory /TPJ is the one of the oldest printing factory in Southern Railway which supplies the passenger tickets to all the block and non block stations in Southern Railway.

It also supplies card tickets to all other Zonal Railways , based on their requirements in fast and reliable manner.

It is the first ticket printing factory of Southern Railway after the bifurcation of Southern Railway in the year 1952. After this only, the existing Printing Press at Royapuram, Chennai is commenced in the year 1954.

Initially all the tickets like retiring room tickets, Rail travel agents tickets, platform tickets, and all other tickets relating to passengers was printed in this factory.

After that, various improvements were carried out in passenger ticketing systems. It introduced computer printed tickets, mechanized ticket issue system, JTBS, ATVMs, UTS, E-ticketing system, I-ticketing system and UTS mobile apps to provide more options to the passengers to get their journey tickets as easy as possible.

Railway	Ticket Printing Press	General Printing Press
Central	Byculla	
Eastern	Howrah	Howrah & Fairly Place
Northern	Lucknow	Sharkurbasti
Northern Eastern	Gorakhpur	
North East Frontier	Kurseong	

Southern	Tiruchchirappalli	Rayapuram/Chennai
South Western	Mysore	-
South Central	Secunderaba	ad
South Eastern	Garden Reach	Kharagpur
Western	-	Mahalakshmi
North Western	Ajmer & Jodhpur	

As an eco-friendly measure, paperless tickets for travelling also introduced in Railways through SMS. Reservation in Indian Railways is possible from throughout the world.

Due to technological improvement, it is necessary to analyse the man power needed to function this Ticket Printing Factory.

ARAR

2.0 PRESENT SCENARIO

2.1 At present, the staff strength is drastically reduced due to the less demand for printing of tickets in this Unit. The staff position is detailed below.

SANCTION, ACTUAL, VACANCY AND EXCESS STATEMENT (Annexure –I) BOOK OF SANCTIONS AS ON 01.04.2017

DESIGNATIONS	Sanc	Act	Vac	REDEPLOYMENT/ RPM
SENIOR SECTION ENGINEER	3	3	0	
JUNIOR SECTION ENGINEER	2	0	2	
OFFICE SUPERINDENTANT	3	2	1	
TICKET COUNTING - SR.TECH	4	4	0	
TICKET COUNTING - TECH GR.I	10	1	9	
PRINTING - SR.TECH	3	3	0	
PRINTING - TECH GR.I	8	1	6	1*
PROOF READING TECH GR.I	1	2	0	
PROOF READING TECH GR.II	1	0	1	
COMPOSING - SR.TECH	1	0	0	1*
COMPOSING – TECH GR.I	2	0	2	
FITTER – TECH GR.I	1	0	1	
MACHINE MAN- TECH GR.I	0	0	0	1*
TOTAL	0	16	23	3

2.2 NO. OF SECTIONS AVAILABLE AND THEIR ACTIVITIES.

1. General Supervision.- SSE

Receiving of Indents from SAO/T/TPJ for the tickets to be printed for the stations Various Divisions (MAS,PGT,TVC,TPJ,MDU,SA) and neighboring SWR(SBC,MYS UBL) and the quantity and the other details. the same will be entered into Registers for Various Divisions (MAS,PGT,TVC,TPJ,MDU,SA) and neighboring SWR (SBC,MYS UBL).

After that the details will be forwarded to Press Royapuram for the preparation of Polymer plates which will act as templates for printing of tickets.

After receiving the P.Plates, it will be given to given to Proof Reading Section. Besides this, all the staff matters will be dealt.

2. Proof Reading section

In this section the following activities are carried out.

- Preparation of Work Order
- To stick Polymer plates
- Taken Proof
- Distributed to Printers.

3. Printing section

Printing Tickets with (as per work order) particulars of

- "From station to To station"
- Serial Nos
- Rate
- Kilometers
- After Printed sort out into box
- Distributed to counters.

4. Counting section

- Verifying with the work orders of Printed Tickets,
- Counting the Tickets without any mistakes (such as Jump over Numbers, missing in Numbers)
- ❖ Bundle the Tickets into 250 Tickets in one Bundle.

5. Dispatch section

- Indent wise Qty and Work Order checked.
- sort out Tickets to various stations.
- Preparing Ticket Dispatch Advice,
- Preparing F.S. slips,
- Bundled as per Indented Quantity,
- Gate Pass Prepared and sent to parcel office.

6. Non- PB (Ch.OS)

All Calculations of Tickets, and Maintenance of Despatch section.

7. <u>PB – OS</u>

Salary Bill Preparation for the staff, salary allied Correspondence, Retired staff Correspondence, Pass & P.T.O correspondence, Attendance maintenance, Budget, Audit, Statistical.

2.3 JOB ALLOCATION:

PRINTERS – 30,000 Tickets PER DAY COUNTERS – 20,000 Tickets PER DAY.

2.4 CATEGORY / SEQUENCE OF PRINTINGS :

- 1. TKBD Machine(Tint): Print the words of S.R and SHUBHA YATRA in one side of the full Board.
- 2. Cutting Machine: cuts the full Board into 1/2 boards.
- 3. Slitting Machine: cuts the ½ board into 1/10 pieces.
- 4. Chopping Machine: cuts the 1/10 pieces into 10/1 pieces.

Working Hours.

Week days

08:45 Hrs to 17:45 Hrs with a break from 14:15hrs to 14:45hrs.

Saturday - 08:45 Hrs. to 13;15 Hrs

2.5 NO. OF PRINTINGS CARRIED OUT DURING THE LAST 3 YEARS - CATEGORY-WISE

YEAR	RECEIPTS			DESPATCHED		
	Indent	Items	Tickets	Indent	Items	Tickets
2015-16	823	2812	2,09,83,500	848	2990	2,19,92,750
2016-17	980	3515	2,27,77,400	790	2931	2,12,36,350
2017-18	776	4199	2,67,30,050	633	1392	1,90,08,650

2.6 STAFF WORKING IN OTHER AREAS:

3 staffs are deployed from TPF/TPJ and working @ Sr.MPS/RPM. Their Seniority maintained in TPF/TPJ cadre. *(Book of Sanction)

- 1. Sr.Tech 1 Staff
- 2. Printer-I 1 Staff
- 3. Machine Man 1 Staff

2.7 TARGET FOR THE YEAR 2018-19:

1,44,00,000 Tickets.

Latest circulars, orders if any: Enclosed herewith.

2.8. FURTHER WORKLOAD DETAILS:

20,30,000 tickets as on date.

2.9. OL/TRAINING DETAILS FOR LAST 1 YEAR:

MONTH	&	NAME AND DESIGNATION OF THE STAFF	DAYS
YEAR			
APRIL'2017		S.Victor, TC.I	1

	M.Gajapathay,SSE	1
	K.Nepoliyan,TC.I	2
	M.Govindasamy,SSE	1
MAY'2017	M.Gajapathay,SSE	6
	D.Selvaraj, Sr.Tech	1
JUNE'2017	M.Gajapathay,SSE	3
	M.Govindasamy,SSE	1
JULY'2017	M.Gajapathay,SSE	1
	M.Govindasamy,SSE	1
AUGUST'17	M.Gajapathay,SSE	2
	K.Nepoliyan,Sr.Tech	1
	M.V.Vedi, Sr.Tech	1
SEP'17	M.Gajapathay,SSE	3
	K.Nepoliyan,Sr.Tech	2
OCT'17	M.Gajapathay,SSE	3
	M.V.Vedi, Sr.Tech	2
NOV'17	M.Gajapathay,SSE	4
	S.Victor, Sr.Tech	1
	K.Nepoliyan,Sr.Tech	2

DEC'17	M.Gajapathay,SSE	3
	Sujatha Victor, OS	1
	G.V.Vijayakumari, CH.OS	1
JAN'18	M.Gajapathy,SSE	5
	K.Nepoliyan,Sr.Tech	1
	M.V.Vedi, Sr.Tech	1
	R.Sekaran, JE	1
	M.Govindasamy,SSE	1
FEB'18	M.V.Vedi, Sr.Tech	1
	K.Nepoliyan,Sr.Tech	2
	M.Gajapathy,SSE	6
	M.Balakrishnan,Sr.Tech	1
	M.Govindasamy,SSE	1
MAR'18	M.Gajapathy,SSE	7
	J.Philomin raj,TC.I	1
	S.Victor, Sr.Tech	1
	K.Nepoliyan,Sr.Tech	1
	M.Govindasamy,SSE	1

2.10 NO. OF PRINTINGS CARRIED OUT DURING THE LAST

3 YEARS - CATEGORY-WISE

	RECEIPTS				DESP	ATCH
YEAR	Indent	Items	Tickets	Indent	Items	Tickets
2015-16	823	2812	2,09,83,500	848	2990	2,19,92,750
2016-17	980	3515	2,27,77,400	790	2931	2,12,36,350
2017-18	776	4199	2,67,30,050	633	1392	1,90,08,650

3.0 CRITICAL ANALYSIS

The liberalization of our economy has necessitated us to provide an efficient and quality transportation system which is necessary for increasing productivity and compete successfully in the transport sector with adequacy and reliability of services that assures the mobility of goods and people at maximum efficiency and minimum cost.

3.1 Printing remains a non-core activity of Railways. With the old machinery and system, the Railway Press/TPJ has become uneconomical. Also the conventional stationery such as station dairies, registers, reports, etc., continue to be an age old format and do not match with current requirement with the implementation of ISO 9000 in many units. Ten years ago, there was around 1500 items stocked in FD/GSD/PER. A thorough study had been conducted by MPS/RPM to reduce the number of items especially slow and non-moving items and brought down to the current 482 items. This is mostly because of the introduction of computerization in all departments. To effective utilize the press, the load is diverted from TPF/TPJ.

3.2 RAILWAY BOARD DIRECTIONS & ITS EFFECT ON PRINTING PRESS

In the year 2006, Railway Board constituted a Committee to examine the various issues related to phased closure of in-house printing presses of Indian Railways. Railway Board further formulated a policy of phased closure of the presses of Indian Railways with action plan as per Letter No. 2006/ E&R / 2800/ Imp/Rlys (Pt.) dt.06.12.2007 with Annexure I & II of 12 pages. Followed by, Letter No. ERB-1/2008/23/14 dt. 03.06.2008 and based on various references received, the RB had set up a review committee for the phased closure/merger of in-house printing presses of Indian Railways vide RB Letter No.2008/RS (Ptg.) WS / Rev. Comm. dt 30.01.2009 (Annexure - II).

3.2.1 Vide letter No.2008/RS(Ptg.)WS/Rev.Comm. dated 30.01.2009, in Para 2.1 RB has given clear order that SR (Royapuram) Printing Press will continue to print Money Value, Safety, Vital and 'A' category books and forms (costing Rs.1 lakh and above per year).

- 3.2.2 More over Para 3.0 of this letter clearly says that Stock items of General books and forms costing less than Rs.1 lakh/year and all non-stock/non-standard items such as Public Time Tables, working Time Tables, Publications, calendars, charts, posters, telephone directories, bulletins of various departments, commercial circulars, brochures, codes and manuals, folders for conferences and non-standard books and forms to be out sourced under Controller Of Stores through the team of technically qualified staff of the printing presses on the pattern of DAVP, National Book Trust, ITDC, NCERT and utilizing the delegated powers for entering into rate agreements/contracts, with reputed printers.
- 3.2.3 Para 3.1 of this letter states that general Books & Forms less than Rs.1 lakh/year & non-stock items being used exclusively by Divisions will also be outsourced and procured by divisions under Sr.DMM/DMM's purchase powers. Loose forms used by Divisions should be printed on digital copy printer.
- 3.2.4 The Para 8.0 of this letter also indicates the ban imposed on recruitment / appointment and procurement of M&P vide Boards' letter No.2006/E&R/2800/ Imp/Rlys dt.10.11.2006 was withdrawn with immediate effect. And so the procurement of raw material was started and the production was improved after 2009.
- 3.2.5 The above RB letter further clarifies in Para 4.0 that Pre-printed PRS/UTS ticket rolls should also be manufactured in-house due to security reasons. The Commercial advertising wing will arrange suitable advertisements for printing on the tickets.
- 3.2.6 Also Para 6.0 states that existing printing and allied machines which are outlived should be replaced with modern, compact and high speed machines based on need. New multi-colour offset machine with online numbering system should be procured for manufacture of PRS and SPTM ticket rolls along with the multicoloured advertisements.
- 3.2.7 As per the latest Railway Board Lr. No 2018/ RS/ Ptg & Stny./ AP/ PP/ IR dated 07.02.2018 (Annexure –III), it is recommended to close the Ticket Printing Factory / TPJ within the time frame of 6 months from the date of issue the letter.

Moreover, the existing and arising work load will be diverted to Royapuram Printing Press/Chennai.

- 3.3 With these changes in the scenario, based on the RB references Work Study is initiated to analyses the existing performance and man power requirement at ticket printing factory/TPJ.
- 3.4 As on 18-07-2018, all the printing works have been completed as per the extend orders from HQ and no printing work is pending. All the tickets were dispatched and the staff is waiting for further work load.
- 3.5. As per the R.B orders, since this factory is going to be closed, and neither further work load is there and nor further arising of work load, all the staff working in this unit is found surplus and the work study team recommends to surrender the existing post in this Ticket Printing Factory/ TPJ Unit.

3.6 **Summary of Recommendations**.

DESIGNATIONS	SAN	ACTUA	VACAN	SURPLU
	С	L	Υ	S
SENIOR SECTION ENGINEER	3	3	0	3
JUNIOR SECTION ENGINEER	2	0	2	2
OFFICE SUPERINDENTANT	3	2	1	3
TICKET COUNTING - Sr.TECH	4	4	0	4
TICKET COUNTING - TECH Gr.I	10	1	9	10
PRINTING - Sr.TECH	3	3	0	3
PRINTING - TECH Gr.I	8	1	6	8
PROOF READING TECH Gr.I	1	2	0	1
PROOF READING TECH Gr.II	1	0	1	1
COMPOSING - Sr.TECH	1	0	0	1
COMPOSING – TECH Gr.I	2	0	2	2
FITTER – TECH Gr.I	1	0	1	1
MACHINE MAN- TECH Gr.I	0	0	0	0
TOTAL	0	16	23	0

SRSR.

CHAPTER - IV

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

4.1 Co-ordinating Officer's Views:

This press is of the view that, the live posts of TPF are essentially required at Press/RPM and cannot be surrendered due to continuing of PCT activity. More so, in order to protect the seniority of these staff who have opted to work at Press i.e.

total of eight artisan staff, two SSEs (the break-up of which given below:

- (a) Three artisan staff ie., two Tech Gr.II and One Tech-I have been working since 2011 in Press / RPM on account of new M&P/additional activity.
- (b) Five artisan staff ie., three Sr.Tech and two Tech-Gr.I in addition to two SSEs have been posted to press in July 2018).

It is most essential to transfer their posts in order to enable their career advancement.

Hence, ten posts are essentially required to accommodate these staff in Press/RPM. Additionally higher grade posts are under the cadre control of APO/PER. These are essentially required to accommodate the promotees' from artisan cadre. Hence, it is not appropriate to surrender higher grade posts.

In administrative cadre, the two incumbents, presently working as Ch. OS are already redeployed to Sr. DMM's office, but their posts of OS are essentially required at Press in view of continuation of PCT activity. Six artisan staff viz. Four Sr. Tech and two Tech I have been redeployed to other Departments in Trichy itself.

As such it is only possible to surrender a total of Twenty Three posts. The balance of sixteen posts i.e. thirteen in the technical cadre and three in the administrative cadre are most essentially required at Press /RPM.

Sixteen posts as detailed above are compulsory required to be transferred to Press/RPM.

Planning Branch Remarks

As per AMPS/RPM remarks on the work study, out of 39 surplus posts identified, it is stated that only possible to surrender a total of Twenty Three posts. 16 posts from TPF/TPJ are essentially required at Press/RPM for smooth running of the Press/RPM.

A surrender of 23 posts was also made vide. Surrender memorandum No. PS/PB/135/MPP. (Annexure-IV)

Now the Railway Board has advised to close the Printing Press/RPM vide Lr. No 2018/RS/Ptg & Sty/ AP/PP/IR dated 04-06-2019 with a time frame of March 2020. (Annexure-V).

Hence, requirement of sixteen posts of TPF/TPJ in Press/RPM is not required.

Hence the balance sixteen posts may be surrendered.

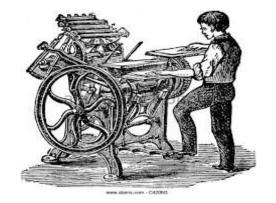
CHAPTER -V

5.0 FINANCIAL SAVINGS

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

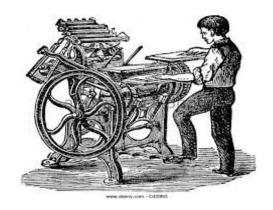
DESIGNATIONS	Grade pay (Rs)	No.of posts	Mean Pay (Rs)	Annual savings (Rs)
SENIOR SECTION ENGINEER	4600	3	100206	3607416
JUNIOR ENGINEER	4200	2	79073	1897752
OFFICE SUPERINDENTANT	4200	3	79073	2846628
TICKET COUNTING - Sr.TECH	4200	4	79073	3795504
TICKET COUNTING - TECH Gr.I	2800	10	65003	7800360
PRINTING - Sr.TECH	2800	3	65003	2340108
PRINTING - TECH Gr.I	2800	8	65003	6240288
PROOF READING TECH Gr.I	2800	1	65003	780036
PROOF READING TECH Gr.II	2400	1	57031	684372
COMPOSING - Sr.TECH	4200	1	79073	948876
COMPOSING - TECH Gr.I	2800	2	65003	1560072
FITTER – TECH Gr.I	2800	1	65003	780036
TOTAL		0		0

1800	1	18000	56900	37450	2622	40072
1900	2	19900	63200	41550	2909	44459
2000	3	21700	69100	45400	3178	48578
2400	4	25500	81100	53300	3731	57031
2800	5	29200	92300	60750	4253	65003
4200	6	35400	112400	73900	5173	79073
4600	7	44900	142400	93650	6556	100206
4800	8	47600	151100	99350	6955	106305



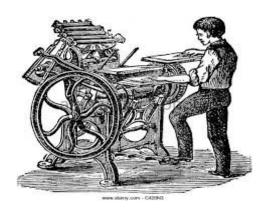
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WORK STUDY TO REVIEW THE STAFF STRENGTH AT TICKET PRINTING FACTORY /TPJ



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