

ᐃᐅᐅᐅᐅ / A C K N O W L E D G E M E N T

The Central Planning organization takes this opportunity to express hearty thanks to the Officers and Staff of General Administration Branch of Guntakal Division for their valuable guidance and co-operation in compilation of the report.

** ** *

ᐅᐃᐅᐅᐅ / M E T H O D O L O G Y

The Work Study team has applied the following techniques for completion of the Work Study.

1. Collection of Workload particulars.
2. Interaction with Staff and Officers of the Division
3. Practical Observation of the pattern of working.
4. Critical examination of the existing system of working and
5. Assessment of manpower requirement.

** ** *

SYNOPSIS

No.G.276/2/WSSCR-04/19-20

Date: 24.06.19

- **SUBJECT:** Review of staff strength of General Administration branch of GTL Division.
- **AUTHORITY:** Lr No.G.276/2/ WSSCR-04/2019-20
- **STUDY No:** WSSCR-04/2019-20
- **AREA OF ACTIVITY:** General Administration Branch of GTL Division.
- As per the programme of Work Studies 2019-20, the Planning Cell has conducted a Work Study on the above subject and assessed the requirement of manpower in General Administration Branch of GTL division.
- There are some areas for which Benchmarking IR average is not available for that specific instructions have been issued by the Railway Board indicating the yardsticks for assessing the requirement of manpower in some of the areas like Stores, Accounts and General Administration branches.
- The Planning cell assessed the requirement manpower in General Branch based upon the yardstick given vide Railway Board's Lr No. E (MPP) 2006/1/89, dated: 04.10.06 and on need basis.

- yardstick is as follows:

Sl. No.	Category	Guidelines
30	Headquarters Office staff including General Admin, Personnel, Accounts and Stores	•The requirement of Headquarter staff should be calculated on the norm of 1 staff in Zonal Headquarters for every 120 staff in the Zone.
31	DRM's Office staff including General Admin, Personnel, Accounts and Stores	•Similarly the yardstick of 1 staff for every 100 staff in the division shall be used for calculation of staff in divisional headquarters.

- **As Per the RB's Yardsticks Requirement of Manpower in General Branch of GTL Division is as follows:** As per Rly. Board's yardstick one staff is required for every 100 divisional staff strength.
 - The total sanctioned staff strength of GTL Division is 16926 as on 01.04.19.
 - The requirement of General Branch staff for 16926 Divisional staff strength = $16926 \times 1/100 = 169.26$ say 170 posts.
- **Calculation of surplus staff: The General Branch is working with a sanctioned strength of 217 posts with 182 on roll and 35 vacancies.**
 - As per the Scale check 01.04.2019, the sanctioned strength of General Branch = **217 posts.**
 - Hence the manpower requirement in general branch is as follows:
 - The Sanctioned Strength of General Branch = 217
 - The requirement of staff as per the yardstick = 170
 - The surplus staff of the General Branch = $217 - 170 = 47$ posts.

- Surplus staff = **47 posts**

➤ **Comparative Statement of the Requirement of Manpower Based On the above Yardstick for 6 Divisions of SC Railways is as follows:**

SL. NO.	DIVISION	Divisional San Staff Strength	Gen. Admin SAN	Staff required as per RB's yardstick	Surplus / Deficit
1	SC	23667	121	237	-116
2	BZA	20621	219	207	12
3	GTL	16926	217	170	47
4	HYB	7262	51	73	-22
5	NED	5816	25	59	-34
6	GNT	4771	40	48	-8

- From the above table, it is evident that there are 4 divisions (SC, HYB, GNT & NED), which are managing with less manpower as per the above yardstick. The General Branches of Guntakal and BZA divisions are having surplus manpower; hence there is a need to surrender the surplus staff from the General Branch of these two divisions.
- The Work Study Team interacted with the Divisional Authorities and conducted work study from scratch in each and every section of General Administration department for assessment of required manpower.
- **IT Cell:**
- At present there are 2 SEs and 2JEs working at IT cell.
 - Out of 9 sanctioned posts (excluding OS), 4 posts are kept aside for data processing and other works pertaining to the IT cell.
 - It is observed that
 - For existing people, we have left 4 posts to claim the salary. The remaining 3 posts of Data Entry Operators and 2 posts of Console Operators need to be surrendered with following remarks.
Console Operator and Data Entry operator:
 - There are 3 sanctioned posts of Data entry operator and 2 sanctioned posts of Console Operator are available and all posts are vacant from long time.
 - Due to the introduction of up graded technologies like IPAS in all departments, the staff are feeding all the data by own, hence a separate data entry operator is not necessary.
 - Hence the posts of data entry operator and console operator are became redundant and lying vacant since long time.
 - Hence the work study team recommended surrendering 3 posts of Data Entry operator and 2 posts of Console Operator.
- **Stenographers:**
- There are 29 sanctioned posts available. Out of which 12 on roll staff and 17 vacant posts.
 - There are 18 officers in the capacity of Jr. Administrative Grade and above in the GTL division.

- List of Officers in the capacity of JAG and Above without stenographers:

S No	Designation
1.	CMS
2.	SR. DEE/M
3.	SR. DME/DIESEL/GY
4.	SR.DEE/TRD
5.	SR.DSO
6.	DY. CSTE/CON
7.	DSC/RPF
8.	Station Director

- Deployment of Existing Stenographers is as follows:

S No	Name	Office
1.	Shaik Farook Nihath	DRM/O/GTL
2.	Umesh Chadra Panda	ADRM/GTL
3.	K Sudhakar	Sr.DEN/Co-ord
4.	Md.Abdul Qhayyum	Sr.DOM
5.	T Sai Prasada Rao	Sr.DCM
6.	M Chandra Sekhar	Sr.DEN/Central
7.	T Ravi Shankar	Sr.DEN/South
8.	N Bhuvaneswari	Sr.DSTE
9.	M S Anil Kumar	Sr.DME/DSL/GTL
10.	M Sandeep	Sr.DME/C&W
11.	P Sridhar	CRS/TPTY
12.	A Veeresh	Sr.DPO

- From the above, it is observed that 8 officers of GTL Division did not have Stenographers.
- 20 stenographers are required to deploy at each office of 20 officers in the capacity of JAG and above.
- Hence it is needed to surrender 9 vacant posts of Stenographers from the GTL Division.

➤ **Record Sorters:**

- There are 12 sanctioned posts available. Out of which 7 on roll staff and 5 vacant posts.
- In the present scenario of working, all files & records are digitalised and are stored in digital manner. Hence the posts of Record Sorter became redundant.
- Out of 12 sanctioned posts of record Sorters 5 posts are lying vacant since long time and on roll staff are being utilised in the duties other than specified duties.
- Since the activity is noncore and non safety, the vacant posts will not be filled up in near future work study team recommended surrendering 5 vacant posts.

➤ **Peons:**

- There are 123 sanctioned posts of Peon are available. Out of which 121 on roll staff and 2 vacant posts.
- 121 posts of Peon are being utilised for 101 officers of different departments and their offices.
- As the Peon posts are non safety and noncore, the vacancy may not be filled up in near future. Hence it is recommended to surrender the 2 vacant posts of Peons immediately.

➤ **Technician (Vehicle Driver):**

- There are 20 sanctioned posts available. Out of which 16 on roll staff and 4 vacant posts.
- 22 Officers are utilising contract vehicles with Drivers.
- The on roll 16 Technician (Vehicle Driver) are being utilised at different office:
- The outsourcing of Vehicle Transportation is more economical and this is a non safety and noncore activity. Hence it is recommended to outsource the activity.
- As these posts are redundant, the vacancy may not be filled up in near future. Hence it is recommended to surrender the 4 vacant posts of Technician (Vehicle Driver) immediately.

➤ **Remarks of the Work Study Team:** The Remarks of the Work Study team are as follows:

- 1) As per the yard stick the requirement of manpower in General Admin cadre is 170 with an excess of 47 posts with 35 vacancies.
- 2) There is necessity of reduction of manpower in the General branch in order to bring down the Organisation nearer to the Yardstick. Hence the Work Study Team identified the following posts for surrender.

3) Posts identified for surrender:

Sl.No.	Designation	GP	Vac
1	Data Entry Operator	2800	3
2	Console Operator	4200	2
3	Stenographers	2400	9
4	Office Assistant/Record Sorter	1800	5
5	Technician (Vehicle Driver)	2800	4
6	Peon (Office)	1800	2
Total number of vacant posts to be surrendered			25

- **Recommendation:** It is recommended to surrender 25 vacant posts from the General Administration Branch of GTL division.
- **On implementation of the recommendations there will be an annual savings of Rs 176.72 Lakhs to the organisation.**

1.0 ÍßçðÄððãððÐðð I N T R O D U C T I O N :

1.1 GENESIS OF THE REPORT:

1.2 Indian Railways is a premier transport service provider to the nation and is entrusted with the responsibility of carrying bulk of the freight and passenger traffic across the country at economical rates. The Indian Railways operates through 16 Zones with 72 Divisions to serve the above objective.

1.3 Manpower is the biggest component of the expenditure of Indian Railways and rightsizing of manpower is one of the effective ways to increase operational efficiency and to make the system financially viable. The Managers in the organization have to justify presence of every employee. In each Zonal Railway, Work Study Teams undertake work studies from time to time to identify such activities and suggest efficient methods of operation to affect manpower savings.

1.4 In view of major technological changes taking place in the Indian Railway system, it is imperative to identify activities that have become redundant and re-deploy/surrender the staff that have become surplus.

1.5 Vide RB's Lr No. E(MPP)2016/1/59 of dt, 10.01.2017, Effecting savings in manpower costs, increasing productivity and developing skilled human resources is essential for any organization. In this connection Railway Board has given its action plan and lays down some specific areas and timelines for the due attention of all concerned Officers.

Para No. 3, of the above RB's Lr, Zero based review of staff: Board has issued instructions on "Pool of Surrendered Posts" vide letter dated 28.10.2016, wherein it has been stated that GMs/DRMs shall carry out a zero based review of all posts appearing in the Book of Sanctions.

1.6 With the above objectives, the Central Planning Organization conducted Work Study on Staff Strength of General Administration Branch over Guntakal Division".

* * * *

- Guntakal Division was formed in the year 1956 as a part of Southern Railway and was transferred to South Central Railway on 02.10.1977.
- Guntakal Division is the abode of the world famous temple of Lord Sri Venkateswara Swamy at Tirupati and other pilgrim places like Padmavathi Temple at Tiruchanur, Lord Sree Kalahasteeswara Temple at Sri Kalahasti, Lord Varasiddi Vinayaka Temple at Kanipakam, Sri Laxminarasimha Swamy Temple at Kadiri and Raghavendra Swamy Matt near Mantralayam.
- Recently Tadipatri station has picked up an importance due to discovery and development of Belum Caves situated at about 35 Kms from Tadipatri Station.
- Guntakal Division is growing in stature year by year both in passenger and goods traffic. This is the first highest division in terms of 1307.07 route km and second highest division in terms of 1872.47 track km in South Central Railway. More and more track is getting added with simultaneous ongoing doubling and New Line Projects of RVNL and Construction Organization.

2.4 WORK CARRIED OUT BY GENERAL BRANCH: The broad subjects that are dealt by General Branch staff are as follows:

- 7

19. Inspections reports of DRM / ADRM and their compliance.
20. Compliance to Inspection reports of GM, PHODs/HODs.
21. Computer Cell for data processing, Console Operations and data entry.

2.5 SCALE CHECK OF GENERAL BRANCH AS ON 01.04.2019:

Sl. No	Designation	GP	Level in Pay Matrix	San	Act	Vac
DRM/OFFICE STAFF						
1	Data Processing Superintendent	4600	L-7	1	1	0
2	Data Processing Superintendent	4200	L-6	1	2	-1
3	Console Operator	4200	L-6	2	0	2
4	Data Entry Operator	2800	L-5	3	0	3
5	Programmer	4600	L-7	2	1	1
6	Office Superintendent	4600	L-7	1	1	0
Sub Total				10	5	5
STENOGRAPHERS OF ALL DEPARTMENTS:						
7	Stenographer	2400	L-4	9	3	6
8	Stenographer	4200	L-6	16	8	8
9	STENOGRAPHER-Personnel Asst	4600	L-7	4	1	3
Sub Total				29	12	17
GROUP-D STAFF:						
10	Office Assistant/Roneo	1900	L-2	0	0	0
11	Peon(Bungalow)	1800	L-1	17	15	2
12	Office Assistant/ Record Sorter	1900	L-2	9	3	6
13	Office Assistant/ Record Sorter	1800	L-1	3	4	-1
14	Peon (Office)	1800	L-1	123	121	02
15	Technician (Vehicle Driver)	4200	L-6	3	3	0
16	Technician (Vehicle Driver)	2800	L-5	10	2	8
17	Technician (Vehicle Driver)	2400	L-4	5	4	1
18	Technician (Vehicle Driver)	1900	L-2	2	7	-5
Sub Total				172	159	13
Rajabhasha						
19	Rajabhasha Supdt	4600	L-7	2	2	0
20	Rajabhasha Asst	4200	L-6	4	4	0
Sub Total				6	6	0
Grand Total				217	182	35

2.6 DEPLOYMENT OF PEONS OVER GTL DIVISION:

SL.NO	OFFICE OF	San	Actual	Vacancy
1.	Sr.DPO	18	19	-1
2.	Sr.EDPM	1	2	-1
3.	RHS/EM/GTL	2	2	0
4.	RHS/TM/GTL	1	1	0
5.	RHS/EM/GY	1	0	1
6.	RJC/GTL	1	1	0
7.	DRM/O	12	15	-3
8.	CMS/O	4	4	0
9.	Sr.DEN/CO-ORD	9	10	-1
10.	ADENs/O	7	6	1
11.	DME/Diesel/GTL	2	2	0
12.	DME/P/O	4	4	0
13.	LF/Dsl/OGTL	3	3	0
14.	LF/S/GTL	1	1	0
15.	LF/Dsl/GY	2	2	0
16.	CDO/TPTY	1	1	0
17.	DEE/TRD	3	3	0
18.	Sr.DEE/M	3	2	1
19.	Sr. DSTE/M/O	3	4	-1
20.	Sr.DCM	5	5	0
21.	Sr.DOM	6	5	1
22.	Sr. DSO	1	1	0
23.	CHC/O	6	5	1
24.	AO/RU	0	1	-1
25.	SMR	18	15	3
26.	TI	8	6	2
27.	DTTC	1	1	0
TOTAL		123	121	2

2.7 DEPLOYMENT OF STENOGRAPHERS ON GTL DIVIISION

SL No	OFFICE OF	SAN	ACT	VAC
1	DRM	1	1	0
2	ADRM	1	1	0
3	CMS	1	0	1
4	SR . DPO	2	1	1
5	SR. DEN/CO	1	3	-2
6	SR. DSTE	3	1	2
7	SR. DEE/M	1	0	1
8	SR. DCM	1	1	0
9	SR. DOM	1	1	0
10	SR. DME/DIESEL/GTL	1	1	0

11	SR. DME/DIESEL/GY	2	0	2
12	SR. DME/C&W	2	1	1
13	SR.DEE/TRD	0	0	0
14	SR.DSO	1	0	1
15	DY. CSTE/CON	1	0	1
16	DSC/RPF	2	0	2
17	ACOS/GY	1	0	1
18	DME/POWER	1	0	1
19	DOM/GTL	1	0	1
20	AME/C&W	1	0	1
21	CRS/TPTY	4	1	3
Total		29	12	17

2.8 List officers of GTL Division:

S No	EMPNO	EMPNAME	DESIGCODE
1	24103676470	S.SUBHASH RAO THAKRE	PS TO DRM
2	24105499320	SK.CHANDBASHA	RAJBHASHA ADIKARI-B-JR
3	24109509501	M BALA MURALIDHAR	Sr.DIVISIONAL PERS. OFFICER
4	241IA070020	KISHORE KUMAR BORASI	ASST. PERS. OFFICER-B-JR
5	24503509965	SYED NOOR UL HAQ	DIVL.PERS. OFFICER-B
6	24503520912	B MADHUSUDANA RAO	HEAD MASTER(GAZ)
7	24505470419	P NAGABHUSHANAM	HEAD MASTER(GAZ)
8	24529801639	CHARLES THOMAS CW	Sr. MATERIAL MANAGER-A
9	245IO070047	P.SIVA KUMAR	ASST. MATERIAL MANAGER
10	24608459034	K.SIMON	ADDL.DIVL.RAILWAY MANAGER
11	50302149310	VIJAY PRATAP SINGH	DIVL.RAILWAY MANAGER
12	00610604716	KAUSHAL PANDEY	ASST. ENGINEER-A
13	00610605113	KOTIPALLI DURGA SAI KRISHNA	ASST. ENGINEER-B-SR
14	00610605307	RITESH KUMAR	IRSE PROBATIONERS
15	00610605459	VARRI NAVYA SREE	IRSE PROBATIONERS
16	242AI130339	G.VAMANA MURTHY	DIVISIONAL ENGINEER-A
17	24405632985	B.VENKAT RAO	Sr.DIVISIONAL ENGINEER-SG
18	24405637028	M JAYAPRAKASH REDDY	DIVISIONAL ENGINEER-A
19	244AI100141	UNNAM AKKI REDDY	DIVISIONAL ENGINEER-A
20	24501404337	Y.V.SATYA NARAYANA	ASST. ENGINEER-B-JR
21	24501405962	D STANLEY	ASST. ENGINEER-B-SR
22	24505636024	S MAHAMMADULLA	ASST. ENGINEER-B-SR
23	24507299746	G.SUDARSANAM	ASST. ENGINEER-B-JR
24	24507496321	M.N.KRISHNAPPA	ASST. ENGINEER-B-JR
25	24509882431	R.THIRUMALAI	ASST. ENGINEER-B-JR
26	245AI090302	K.TULASEERAM	DIVISIONAL ENGINEER-A
27	245IJ060028	B.RAMA RAO	DIVISIONAL ENGINEER-A
28	24601973484	P.V.S.S.SRINIVASA RAO	ASST. ENGINEER-B-SR
29	24609840357	I.SRINIVAS	ASST. ENGINEER-B-SR
30	24609890099	T.SUBRAMANYESWARA	DIVISIONAL ENGINEER-B

		RAO	
31	24211552748	A SURESH REDDY	ASST. OPTG. MANAGER-B-JR
32	242ZK153651	D.NARENDRA VARMA	DIVL.OPTG. MANAGER-A
33	24310080983	T.JAYAPALAN	ASST. SAFETY OFFICER-B-JR
34	24403281814	S.MURALI MANOHAR	ASST. OPTG. MANAGER-B-JR
35	24500557330	T VENKATESULU	DIVL.OPTG. MANAGER-A
36	24505584127	K SATYA NARAYANA	STATION DIRECTOR
37	245IA100012	B.SIVA PRASAD	Sr. DIVL.SAFETY OFFICER-JAG
38	245II120570	M.BASAVARAJ	Sr. DIVL.OPERTING MANAGER
39	24603281310	T. UDAYA KUMAR	ASST. COMMERCIAL MANAGER
40	24705549802	KUMAR GAURAV	DIV. COMMERCIAL MANAGER-A
41	50714508680	B.PRASANTHA KUMAR	Sr.DIV. COMMERCIAL MANAGER
42	24105872042	K.BALAJI	ASST. DIVL. MECH. ENGINEER
43	24203728626	P.MADHUSUDHAN RAO	Sr. DIVL.MECH. ENGINEER-JAG
44	24205508344	V.S. RAMA RAJU	ASST. DIVL. MECH. ENGINEER
45	242ZZ100022	RAVI KIRAN MADDALI	Div.EnHM
46	24405508071	R.MANGACHARYULU	DIVL. MECH. ENGINEER-B
47	24409674640	RAMA RAO C H	ASST. DIVL. MECH. ENGINEER
48	24503821031	B RAMANJANEYULU	DIVL. MECH. ENGINEER-B
49	24505539596	N MUTHUSAMY	ASST. DIVL. MECH. ENGINEER
50	245BZ100209	P.M.SURYAWANSHI PATIL	Sr. DIVL.MECH. ENGINEER-JAG
51	245BZ120018	PABITRA KUMAR NAYAK	Sr. DIVL.MECH. ENGINEER-JAG
52	245BZ130425	NITIN PACHUARI	COACHING DEPOT OFFICER-A
53	25005502664	K.NAGESWARA	ASST. CHEMICAL & METALUGERICAL ENGINEER
54	25090183710	G VIJAYAKUMAR	ASST. DIVL. MECH. ENGINEER
55	50200152298	GAURAV GUPTA	DIVL. MECH. ENGINEER-A
56	58580147000	SHAIK SALAUDDIN	SR SEC ENGINEER INSP MECH
57	24203362220	MOHAN RAO K.L.J.	Sr. DIVL.SIG.n TEL. ENGINEER
58	24305583986	D.JANARDHANA	ASST. SIG. n TELE. ENGINEER
59	244IA130103	IRAPPA BIRUKALL	DIVL.SIG. n TELE. ENGINEER-A
60	24505581151	I SHABBIR AHMED	ASST. SIG. n TELE. ENGINEER
61	24505589824	B S NARAYANAPRASAD	DIVL.SIG. n TELE. ENGINEER-A
62	251IA120006	BANDLA LAKSHMAN	DIVL.SIG. n TELE. ENGINEER-A
63	00702013128	K SUDARSAN REDDY	DIVL. ELECT. ENGINEER-A
64	00729800043	R PRASANTHA K.SAI	DIVL. ELECT. ENGINEER-A
65	242AK110034	T.R.J.PRASAD SURisetTY	DIVL. ELECT. ENGINEER-A
66	242AK130046	R.MALLIKARJUNA	Sr. DIVL. ELECT. ENGINEER-JAG
67	242IE130501	K RAMAKRISHNA	ASST. ELECT. ENGINEER-B-JR
68	24408086370	T SURESH	ASST. ELECT. ENGINEER-B-JR
69	24409324215	MITRAKUMAR L	ASST. ELECT. ENGINEER-B-SR
70	24505524374	M SRINIVASULU	ASST. ELECT. ENGINEER-B-JR
71	24511506015	G PRASAD	ASST DIV ELEC ENGINEER-B-JR
72	245AK100020	CH.DINESH REDDY	Sr. DIVL. ELECT. ENGINEER-JAG
73	245AK140034	C.VEERAAIAH	EXE. ELECT. ENGINEER-B
74	22729804224	BANAVATU SRINIVAS	ASST. DIVL.MEDICAL OFFICER

		NAIK	
75	22729804297	RAMA MOHAN NANDYALA	ASST. DIVL.MEDICAL OFFICER
76	22729804300	THAMMISETTY NAGAPOOTITHA	ASST. DIVL.MEDICAL OFFICER
77	22729804341	TIRUMALA NARENDRA SREEKANTH	ASST. DIVL.MEDICAL OFFICER
78	22729804362	REHANA PATAN	ASST. DIVL.MEDICAL OFFICER
79	22729804368	VIJAYA LAXMI P	ASST. DIVL.MEDICAL OFFICER
80	22729804497	K. ANIL KUMAR	ASST. DIVL.MEDICAL OFFICER
81	22729804672	NEELIMA SARIKONDA	ASST. DIVL.MEDICAL OFFICER
82	22729804674	SHISHUPAL REDDY CHEEDETI	ASST. DIVL.MEDICAL OFFICER
83	24501909861	B JAYABHASKAR RAO	ADDL CHIEF MEDICAL SUPDT
84	24501910565	JYOTHI N	Sr. DIVL.MEDICAL OFFICER
85	24505583330	Y ESWARAMMA	ASST. NURSING OFFICER
86	24509707529	RAMADEVI DESAI	ADDL CHIEF MEDICAL SUPDT
87	245HZ140042	RACHURI NARASIMHA NISHANTH	ASST. DIVL.MEDICAL OFFICER
88	245HZ140131	DR.HIMAJA BAI KETHAVATH	ASST. DIVL.MEDICAL OFFICER
89	245II110387	D.SHASHI VARMA	DIVL.MEDICAL OFFICER
90	245II160519	DR.P.MURALI MOHAN	DIVL.MEDICAL OFFICER
91	245II160520	DR.M.NEELIMA	DIVL.MEDICAL OFFICER
92	24701911995	M DEVALU NAIK	Ch. MEDICAL SUPDT-SG
93	50829803009	MAMATHA KESU	ASST. DIVL.MEDICAL OFFICER
94	50829803036	K BHARGAVI	ASST. DIVL.MEDICAL OFFICER
95	50829803053	DR K V MADHU KUMAR	ASST. DIVL.MEDICAL OFFICER
96	50829803838	V SHILPA	ASST. DIVL.MEDICAL OFFICER
97	50829804126	B.SREENIVASULU	ASST. DIVL.MEDICAL OFFICER
98	50829804143	MEDAPATI SUDEEP VEER	ASST. DIVL.MEDICAL OFFICER
99	50829804149	GUJJALA GAYATHRI	ASST. DIVL.MEDICAL OFFICER
100	50829804159	KAKIVAYA PAVANKUMAR REDDY	ASST. DIVL.MEDICAL OFFICER
101	BCT20150265	CHENCHU MANDLA RAVI KUMAR	ASST. DIVL.MEDICAL OFFICER

3.0 CRITICAL EXAMINATION:

- 3.1** The requirement of staff for additional work is appreciated but there is a need to keep the staff strength within control to ensure that Indian Railways remain a financially viable organisation. There is tremendous competition from road and air and it is necessary that our transport system remains agile, prompt and amenable to the needs of the customer.
- 3.2** The reality is that we are managing the train operation successfully with the existing staff strength and that substantial fat still exists in many traditional unproductive and non-core activities. In order to reduce the unproductive staff strength, the following possibilities may be considered for surrender of posts:
1. Elimination of activity.
 2. Multi-skilling.
 3. Outsourcing.
 4. Up gradation of technology and introduction of IT.
 5. Application of yardstick and benchmarking.
 6. Review of work study done.
- 3.3** Although a number of the above proposed measures must already be in vogue on our system, the consequent effect of reduction of posts is still not proportionately visible. A greater rationale and ordered approach using the above, would lead to an efficient output, greater financial benefits and the capability to change to the need of the customer and the environment.
- 3.4** Benchmarking is a very useful tool to manage efficient deployment of staff and to monitor effects of improvement in working practices, use of new technologies and level of outsourcing. As a step towards efficient deployment of Manpower resources on the Indian Railways, the Manpower Productivity Ratios (MPRs) of various selected activities have been determined by R&D Directorate of Railway Board on the basis of data received from the Zonal Railways. The details have been presented graphically on the Railnet site. It may be seen that a large percentage of unit are significantly above the average IR benchmark.
- 3.5** Board vide letter No. 2006/E&R/2800/Rly/IMP (Vol V (corr) dated 07.01.2008 & 26.08.2008 had directed the Zonal Railways to bring down the Man Power Ratios for activities which are above the IR average at least to the current IR average level.
- 3.6** There are some areas for which Benchmarking IR average is not available for that specific instructions have been issued by the Railway Board indicating the yardsticks for assessing the requirement of manpower in some of the areas like Stores, Accounts and General Administration branches.
- 3.7** The Planning cell assessed the requirement manpower in General Branch based upon the yardstick given vide Railway Board's Lr No. E (MPP) 2006/1/89, dated: 04.10.06, Annexure (Page No.3) Sl. No.30 & 31 and need based.

3.8 The yardstick is as follows:

Sl. No.	Category	Guidelines
30	Headquarters Office staff including General Admin, Personnel, Accounts and Stores	•The requirement of Headquarter staff should be calculated on the norm of 1 staff in Zonal Headquarters for every 120 staff in the Zone.
31	DRM's Office staff including General Admin, Personnel, Accounts and Stores	•Similarly the yardstick of 1 staff for every 100 staff in the division shall be used for calculation of staff in divisional headquarters.

3.9 As Per the RB's Yardsticks Requirement of Manpower in General Branch of GTL Division is as follows: As per Rly. Board's yardstick one staff is required for every 100 divisional staff strength.

- The total sanctioned staff strength of GTL Division is 16926 as on 01.04.19.
- The requirement of General Branch staff for 16926 Divisional staff strength = $16926 \times 1/100 = 169.26$ say 170 posts.

3.10 Calculation of surplus staff: The General Branch is working with a sanctioned strength of 217 posts with 182 on roll and 35 vacancies.

- As per the Scale check 01.04.2019, the sanctioned strength of General Branch = **217 posts.**
- Hence the manpower requirement in general branch is as follows:
 - The Sanctioned Strength of General Branch = 217
 - The requirement of staff as per the yardstick = 170
 - The surplus staff of the General Branch = $217 - 170 = 47$ posts.
- Surplus staff = **47 posts**

3.11 Comparative Statement of the Requirement of Manpower Based On the above Yardstick for 6 Divisions of SC Railways is as follows:

SL. NO.	DIVISION	Divisional San Staff Strength	Gen. Admin SAN	Staff required as per RB's yardstick	Surplus / Deficit
1	SC	23667	121	237	-116
2	BZA	20621	219	207	12
3	GTL	16926	217	170	47
4	HYB	7262	51	73	-22
5	NED	5816	25	59	-34
6	GNT	4771	40	48	-8

3.12 From the above table, it is evident that there are 4 divisions (SC, HYB, GNT & NED), which are managing with less manpower as per the above yardstick. The General Branches of Guntakal and BZA divisions are having surplus manpower; hence there is a need to surrender the surplus staff from the General Branch of these two divisions.

3.13 The Work Study Team interacted with the Divisional Authorities and conducted work study from scratch in each and every section of General Administration department for assessment of required manpower.

3.13.1 IT Cell:

- At present there are 2 SEs and 2JEs working at IT cell.
- Out of 9 sanctioned posts (excluding OS), 4 posts are kept aside for data processing and other works pertaining to the IT cell.
- It is observed that
- For existing people, we have left 4 posts to claim the salary. The remaining 3 posts of Data Entry Operators and 2 posts of Console Operators need to be surrendered with following remarks.

Console Operator and Data Entry operator:

- There are 3 sanctioned posts of Data entry operator and 2 sanctioned posts of Console Operator are available and all posts are vacant from long time.
- Due to the introduction of up graded technologies like IPAS in all departments, the staff are feeding all the data by own, hence a separate data entry operator is not necessary.
- Hence the posts of data entry operator and console operator are became redundant and lying vacant since long time.
- Hence the work study team recommended surrendering 3 posts of Data Entry operator and 2 posts of Console Operator.

3.13.2 Stenographers:

- There are 29 sanctioned posts available. Out of which 12 on roll staff and 17 vacant posts.
- There are 18 officers in the capacity of Jr. Administrative Grade and above in the GTL division.
- List of Officers in the capacity of JAG and Above without stenographers:

S No	Designation
1.	CMS
2.	SR. DEE/M
3.	SR. DME/DIESEL/GY
4.	SR.DEE/TRD
5.	SR.DSO
6.	DY. CSTE/CON
7.	DSC/RPF
8.	Station Director

- Deployment of Existing Stenographers is as follows:

S No	Name	Office
1.	Shaik Farook Nihath	DRM/O/GTL
2.	Umesh Chadra Panda	ADRM/GTL
3.	K Sudhakar	Sr.DEN/Co-ord
4.	Md.Abdul Qhayyum	Sr.DOM
5.	T Sai Prasada Rao	Sr.DCM
6.	M Chandra Sekhar	Sr.DEN/Central
7.	T Ravi Shankar	Sr.DEN/South
8.	N Bhuvaneswari	Sr.DSTE
9.	M S Anil Kumar	Sr.DME/DSL/GTL
10.	M Sandeep	Sr.DME/C&W
11.	P Sridhar	CRS/TPTY
12.	A Veeresh	Sr.DPO

- From the above, it is observed that 8 officers of GTL Division did not have Stenographers.
- 20 stenographers are required to deploy at each office of 20 officers in the capacity of JAG and above.
- Hence it is needed to surrender 9 vacant posts of Stenographers from the GTL Division.

3.13.3 Record Sorters:

- There are 12 sanctioned posts available. Out of which 7 on roll staff and 5 vacant posts.
- In the present scenario of working, all files & records are digitalised and are stored in digital manner. Hence the posts of Record Sorter became redundant.
- Out of 12 sanctioned posts of record Sorters 5 posts are lying vacant since long time and on roll staff are being utilised in the duties other than specified duties.
- Since the activity is noncore and non safety, the vacant posts will not be filled up in near future work study team recommended surrendering 5 vacant posts.

3.13.4 Peons:

- There are 123 sanctioned posts of Peon are available. Out of which 121 on roll staff and 2 vacant posts.
- 121 posts of Peon are being utilised for 101 officers of different departments and their offices.
- As the Peon posts are non safety and noncore, the vacancy may not be filled up in near future. Hence it is recommended to surrender the 2 vacant posts of Peons immediately.

3.13.5 Technician (Vehicle Driver):

- There are 20 sanctioned posts available. Out of which 16 on roll staff and 4 vacant posts.

- **The following Officers are utilising contract vehicles with Drivers.**

S No	Designation
1.	DRM
2.	ADRM
3.	Sr.DCM
4.	DCM
5.	Sr.DOM
6.	Sr.DSTE
7.	Sr.DEE/M
8.	ADEE/M
9.	Sr.DEE/TRD
10.	DEE/TRSO
11.	DEE/TRD
12.	Sr.DEC/Co-ord
13.	Sr.DEN/N
14.	DEN/S
15.	DEN/W
16.	DEN/C
17.	DEnHM
18.	DSTE(Spl Works)
19.	DEN/Bridges
20.	CMS/GTL
21.	Sr.DMM
22.	Sr.DPO

- **The on roll Technician (Vehicle Driver) are being utilised at the following locations:**

S No	Name	Officer	Vehicle no.	Model	Year of Manufacture	Codal life
1	S V Srinivasan	Sr.DSO	AP 02 KA 4774	Quallis	2003	2018
2	P V Ramana	Sr.DSTE (Lorry)	AP 03 Y 4871	Ashok Leylond Lorry	2007	2022
3	K Babu	LR For SNo.1&2				
4	N Ramesh	Dy.CE/ Con	Working at Dy.CEE/Con/SC			
5	Ch.Sudhakar					
6	N Koteswara rao					
7	S V Pandian	Sr.DME/ C&W/GY	AP02 V 5115	Lorry	2002	2017
8	P Samuel	Sr.DME/ C&W	AP02 Q 8486	Tavera	2007	2022
9	T K Swamy	Sr.DME/ DSI/GY	KA35 N 1657	Bolero	2015	2020

			AP 01 9475	Lorry	2008	2023
10	V Balaji Naik	Sr.DEN/ Co-ord	ATK 7166	Lorry	1982	1997
11	S D Vali	RHU/GY	AP 02 X 5291	Force Ambulance	2009	2024
12	P Satyanarayana	RHU/RU	AP 03 V 2436	Swaraj Mazda- T3500 / Ambulance	1998	2013
13	M Ananda Rao	CMS/GTL	AP 02 X 5693	Force Ambulance	2009	2024
14	E Hari Krishna					
15	J B Nagaraju					
16	K Parasuram					

- The outsourcing of Vehicle Transportation is more economical and this is a non safety and noncore activity. Hence it is recommended to outsource the activity.
- As these posts are redundant, the vacancy may not be filled up in near future. Hence it is recommended to surrender the 4 vacant posts of Technician (Vehicle Driver) immediately.

3.14 Remarks Of the Work Study Team: The Remarks of the Work study Team are as follows:

- 4) As per the yard stick the requirement of manpower in General Admin cadre is 170 with an excess of 47 posts with 35 vacancies.
- 5) There is necessity of reduction of manpower in the General branch in order to bring down the Organisation nearer to the Yardstick. Hence the Work Study Team identified the following posts for surrender.

6) Posts identified for surrender:

Sl.No.	Designation	GP	Vac
1	Data Entry Operator	2800	3
2	Console Operator	4200	2
3	Stenographers	2400	9
4	Office Assistant/Record Sorter	1800	5
5	Technician (Vehicle Driver)	2800	4
6	Peon (Office)	1800	2
Total number of vacant posts to be surrendered			25

3.15 Recommendation: It is recommended to surrender 25 vacant posts from the General Administration Branch of GTL division.

3.16 On implementation of the recommendations there will be an annual savings of Rs 176.72 Lakhs to the organisation.

** ** *

4.0 ĠĠĠĠĠĠĠĠ ĠĠĠĠĠĠĠĠ FINANCIAL REPERCUSSIONS:

4.1 If the recommendations are accepted, the recurring savings on surrender of the under mentioned posts in General Admin Branch over GUNTAKAL Division would be as follows:

Sl. No	Category	VII CPC level	No. of posts	Mean Pay	DA@ 12%	Emoluments P.M (in Rs.)	Total Emoluments P.A (in Rs.)
1	Data Entry Operator	V	3	60750	7290	204120	2449440
2	Console Operator	VI	2	73900	8868	165536	1986432
3	Stenographers	IV	9	53300	6396	537264	6447168
4	Record Sorters	I	5	37450	4494	209720	2516640
5	Technician (Vehicle Driver)	V	4	60750	7290	272160	3265920
6	Peons	I	2	37450	4494	83888	1006656
	Total		25			1472688	17672256

On implementation of the recommendations there will be an annual savings of Rs 176.72 Lakhs to the organisation.

** ** *

İÜĐĐÜĐ-5

CHAPTER – 5

ÇÖÜÇÄÖÖÖÄÜÜ / RECOMMENDATIONS

Sl. No.	Recommendation	Para No.
1	It is recommended to surrender 25 vacant posts from the General Administration Branch of GTL division.	3.15