

ACKNOWLEDGEMENT

The Central Planning Organization takes this opportunity to express hearty thanks to officers and staff of Mechanical Department of Railnilayam for their valuable guidance and co-operation in extending their support by giving necessary information/statistical data.

** ** *

METHODOLOGY

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

1. Collection of the details of work Load.
2. Interaction with the Officers and Staff.
3. Observation of the pattern of working.
4. Assessment of manpower requirement for the existing work Load by applying yardstick and practical observation of it.

** ** *

పేజీ: ౧౦౦ S Y N O P S I S

- **విషయము/SUBJECT:** Review of Staff Strength of Peons/ Office Assistants of Mechanical Department of Railnilayam Secunderabad.
- **సంస్థ/ఆధారము/AUTHORITY:** Annual Programme of Work studies for year 2019-20.
- **సంఖ్య/STUDY No:** G.276/2/WSSCR- 22/2019-20
- **ప్రాంతము/AREA OF ACTIVITY:** Mechanical Department of Railnilayam Secunderabad.
- As per the annual programme of Work Studies 2019-20, the Central Planning cell of South Central Railway has taken up Work-study on the "Review of Staff Strength of Peons/ Office Assistants of Mechanical Department of Railnilayam Secunderabad ".
- In order to have first hand information the Work-study team visited all the sections of Mechanical department at Railnilayam.
- Work Study team assessed the requirement of Peons/Office Assistants on the following basis
 - 1) As per Railway Board Ltr No. E(NG)67P02/175 dated 04.12.1967, following are the yardsticks for Peons category in Indian Railways (Excluding Bungalow Peon):
 - I. GMs, HODs, Divisional supdts – One Jamadar /Naik and one peon.
 - II. Officers - One peon each
 - III. Sections - The basic yardstick should be one peon for every 20 clerks.
 - 2) Recommended to surrender non-core & non-safety redundant vacant posts.
- **List of Officers of Mechanical department at Railnilayam after re-structuring of the cadre:**

S No	Designation	Occupied/vacant	Remarks
HAGN			
1.	PCME	Occupied	1 st Floor Railnilayam
2.	CWE	Occupied	1 st Floor Railnilayam
SAG			
1.	CMPE/Dsl	Occupied	1 st Floor Railnilayam
2.	CME/Plg	Occupied	1 st Floor Railnilayam
3.	CRSE	Occupied	1 st Floor Railnilayam
4.	CRSE/Freight	Occupied	Presently operated as DGM/G / Railnilayam
SG			
1.	Dy.CME/WS/Hqrs	Occupied	1 st Floor Railnilayam
2.	Dy.CME/Chg/Hqrs	Occupied	1 st Floor Railnilayam
3.	Dy.CEnhm/Hqrs	Occupied	1 st Floor Railnilayam
4.	Secretary to PCME	Occupied	1 st Floor Railnilayam
JAG			
1.	Dy.CME/R&L/Hq	Occupied	1 st Floor Railnilayam

SS			
1.	EME/Plg	Occupied	1 st Floor Railnilayam
2.	EME/Proj/Hqrs	Occupied	Downgraded the post of Dy.CME/Plg/Hq
JS			
1.	AEME/WS/Hqrs	Vacant	1 st Floor Railnilayam
2.	PS Gr.I to PCME	Occupied	1 st Floor Railnilayam

- **Summary of officers of Mechanical department after re-structuring of the cadre is as follows:**

Grade	No.of posts after restructuring Over Railnilayam
HAGN	2
SAG	4
SG	4
JAG	1
Sr. Scale	2
Jr. Scale	2
TOTAL	15

- **Staff of Mechanical department at Railnilayam:**

S No	Section	On roll Staff
1.	SSE/C&W	13
2.	SSE/DSL	5
3.	SSE/WS	5
4.	Liaison Insp	1
5.	SSE/M&P/Plg	4
6.	Foremen/M&P	3
7.	SSE/Drg	12
8.	CHI/EnHM	1
9.	SSE/EnHM	2
10.	JE/C&W	0
11.	JE/Drg	0
12.	JE/Dsl	1
13.	Ch. os	12
14.	Statistical Insp	1
15.	OS	28
16.	Sr. Clerk	5
17.	Jr. Clerk	5
18.	PS-II	4
19.	Steno-I	2
20.	Steno-II	0
21.	Ferro printer	0
22.	Tech-1/Driver	1
	Total	105

- **Requirement of Peons/Office Assistants:**

I. For Officers:

S No	Grade	No.Of officers	Requirement of peons
1	HAGN (PCME)	1	2 (1x2)
2	HAGN	1	2 (1x2)
3	SAG	4	4
4	SG	4	4
5	JAG	1	1
6	Sr. Scale	2	2
7	Asst. scale	2	2
	Total	15	17
Total requirement of peons for officers			17

II. For Staff:

S No	Section	On roll Staff
1.	SSE/C&W	13
2.	SSE/DSL	5
3.	SSE/WS	5
4.	Liaison Insp	1
5.	SSE/M&P/Plg	4
6.	Foremen/M&P	3
7.	SSE/Drg	12
8.	CHI/EnHM	1
9.	SSE/EnHM	2
10.	JE/C&W	0
11.	JE/Drg	0
12.	JE/Dsl	1
13.	Ch. OS	12
14.	Statistical Insp	1
15.	OS	28
16.	Sr. Clerk	5
17.	Jr. Clerk	5
18.	PS-II	4
19.	Steno-I	2
20.	Steno-II	0
21.	Ferro printer	0
22.	Tech-1/Driver	1
	Total	105
	Yardsticks	The basic yardstick should be one peon for every 20 clerks
1	Total Staff	105
2	Requirement of peons as per yardsticks	$105/20 = 5.25$ say 6

- **Summary of requirement of Peons/Office Assistants for Mechanical Department at Railnilayam :**

S No	Category	Requirement of Peons/Office Assistants
1	Officers	17
2	Staff	6
	SubTotal	23
	LR 12.5% $23 \times 12.5\% = 2.87$ SAY 3	3
	Total	26

- **Peons/Office Assistants excess to the requirement:**

S No	San	Act	Vac	Requirement	Excess
1	32	25	7	26	6

- In view of the above the following recommendation is made.

Recommendation:

It is recommended to surrender **6 vacant** posts of Peons/Office Assistants from the mechanical department which are excess to the requirement.

**** ** ***

1.0 ÑßçÃððãðððððð INTRODUCTION:

1.1 Ü÷ãðð÷ü òðððòÜð òð/RAILWAY'S ROLE: Indian Railways holds the status of being a premier transport service provider to the Nation. It is entrusted with the responsibility of carrying the bulk of freight and passenger traffic across the length and breadth of the country, serving national interests with a social centric objective in spite of the demanding task of remaining financially viable. The organization has been successful in lending impetus to the Nation's economic and industrial progress on the strength of the sustained approach towards technology up-gradation of infrastructure

1.2 Continuous updating and designing of job description, reduction in number of categories for job enrichment through multi-skilling /qualification and responsibilities are the need of the day. Review of the work methods and sequences regularly, so as to create group for execution of job whenever new technologies are introduced.

1.3 çðüμððãððððãÜðÜð Üð÷ ãððòí INCREASING OPERATING EXPENSES: The operating/working expenses are increasing year after year. It is therefore imperative that to keep the working expenses within financially viable limits, the Railways have no alternative but to reduce the expenses from all the corners. The major portion of expenses being staff expenses all out efforts have to be made to contain it. In order to exercise control over expenditure.

1.4 òÜÑðð÷¾á òð ÑðòÜ òãÑððððð / GENESIS OF THE REPORT: Keeping the above objects in mind the Central Planning Organization under the control of SDGM conducted Work study on "Review of Staff Strength of Peons/ Office Assistants of Mechanical Department of Railnilayam Secunderabad.

* * * * *

2.0 EXISTING SCENARIO:

cđũ+đ;Đđ/ORGANISATION: For the administrative convenience, the Mechanical branch is being divided into several wings like C&W, Drawing, Diesel, EnHM e.t.c. and staff are accommodated in Railnilayam . The post of peon/Office Assistants is an entry level position and the lien is being maintained at HQ/Railnilayam. They have to open offices before office timings and lock offices after the office hours or staff leaving the offices. They have to obey the instructions given by the officers and staff.

2.1 SAVE Position of Peons/Office Assistants of Mechanical Department/Railnilayam as on 13.01.2020:

S No	Unit	San	Act	Vac
1	Genl. Asst	26	22	4
2	Genl. Asst(Functional)	6	3	3
	Total	32	25	7

2.2 List of Officers of Mechanical department at Railnilayam after restructuring of cadre:

S No	Designation	Occupied/vacant	Remarks
HAGN			
1.	PCME	Occupied	1 st Floor Railnilayam
2.	CWE	Occupied	1 st Floor Railnilayam
SAG			
1.	CMPE/Dsl	Occupied	1 st Floor Railnilayam
2.	CME/Plg	Occupied	1 st Floor Railnilayam
3.	CRSE	Occupied	1 st Floor Railnilayam
4.	CRSE/Freight	Occupied	Presently operated as DGM/G/ Railnilayam
SG			
1.	Dy.CME/WS/Hqrs	Occupied	1 st Floor Railnilayam
2.	Dy.CME/Chg/Hqrs	Occupied	1 st Floor Railnilayam
3.	Dy.Enhm/Hqrs	Occupied	1 st Floor Railnilayam
4.	Secretary to PCME	Occupied	1 st Floor Railnilayam
JAG			
1.	Dy.CME/R&L/Hq	Occupied	1 st Floor Railnilayam
SS			
1.	EME/Plg	Occupied	1 st Floor Railnilayam
2.	EME/Proj/Hqrs	Occupied	Downgraded the post of Dy.CME/Plg/Hq
JS			
1.	AEMW/WS/Hqrs	Vacant	1 st Floor Railnilayam
2.	PS Gr.I to PCME	Occupied	1 st Floor Railnilayam

2.3 List of officers of Mechanical department after re-structuring of the cadre is as follows:

Grade	No. of posts after restructuring Over Railnilayam
HAGN	2
SAG	4
SG	4
JAG	1
Sr. Scale	2
Jr. Scale	2
TOTAL	15

2.4 Staff of Mechanical department at Railnilayam:

S No	Section	On roll Staff
1.	SSE/C&W	13
2.	SSE/DSL	5
3.	SSE/WS	5
4.	Liaison Insp	1
5.	SSE/M&P/Plg	4
6.	Foremen/M&P	3
7.	SSE/Drg	12
8.	CHI/EnHM	1
9.	SSE/EnHM	2
10.	JE/C&W	0
11.	JE/Drg	0
12.	JE/Dsl	1
13.	Ch. os	12
14.	Statistical Insp	1
15.	OS	28
16.	Sr. Clerk	5
17.	Jr. Clerk	5
18.	PS-II	4
19.	Steno-I	2
20.	Steno-II	0
21.	Ferro printer	0
22.	Safaiwala	2
23.	Tech-1/Driver	1
	Total	107

2.5 Duties of Peons/Office Assistant

- Attending the bell of the officers
- Ensuring that sitting arrangements in the officer's room is hygienic and clean before the commencement of office hours.
- Ensuring that visitors lounge / places kept clean and in order before the commencement of office hours.
- Bringing and serving water, beverages and lunch to the officers and also to the visitors if so desired by the officers.
- Carrying files and Dak e.t.c to the officer / official concerned in the office as well as in the officers / Official's residence.
- Going on tour with the officers or otherwise as directed.
- Distribution of Dak in different offices.
- Operating and maintaining photo copier machine.
- Preparing sets as directed.
- Watch and ward duties.
- Opening and closing of rooms.
- Cleaning of rooms.
- Dusting of furniture e.t.c.
- Any other work assigned.

** ** *

3.0 **CRITICAL EXAMINATION:**

- 3.1** The post of peon/Office Assistants is an entry level position and the lien is being maintained at HQ/Railnilayam. They have to open offices before office timings and lock offices after the office hours or staff leaving the offices. They have to obey the instructions given by the officers and staff.
- 3.2** As per the annual programme of Work Studies 2019-20, the Central Planning cell of South Central Railway has taken up Work-study on the "Review of Staff Strength of Peons/ Office Assistants of Mechanical Department of Railnilayam Secunderabad".
- 3.3** In order to have first hand information the Work-study team visited all the sections of Mechanical department at Railnilayam.
- 3.4** Work Study team assessed the requirement of Peons/Office Assistants on the following basis.
- 1) As per Railway Board Ltr No.E(NG)67P02/175 dated 04.12.1967, following are the yardsticks for Peons category in Indian Railways (Excluding Bungalow Peon):
- I. GMs, HODs, Divisional supdts – One Jamadar /Naik and one peon.
- II. Officers - One peon each
- III. Sections - The basic yardstick should be one peon for every 20 clerks.
- 2) Recommended to surrender non-core & non-safety posts lying vacant.
- 3.5 List of Officers of Mechanical department at Railnilayam after re-structuring of cadre :**

S No	Designation	Occupied/vacant	Remarks
HAGN			
1.	PCME	Occupied	1 st Floor Railnilayam
2.	CWE	Occupied	1 st Floor Railnilayam
SAG			
1.	CMPE/Dsl	Occupied	1 st Floor Railnilayam
2.	CME/Plg	Occupied	1 st Floor Railnilayam
3.	CRSE	Occupied	1 st Floor Railnilayam
4.	CRSE/Freight	Occupied	Presently operated as DGM/G/ Railnilayam
SG			
1.	Dy.CME/WS/Hqrs	Occupied	1 st Floor Railnilayam
2.	Dy.CME/Chg/Hqrs	Occupied	1 st Floor Railnilayam
3.	Dy.Enhm/Hqrs	Occupied	1 st Floor Railnilayam
4.	Secretary to PCME	Occupied	1 st Floor Railnilayam
JAG			
1.	Dy.CME/R&L/Hq	Occupied	1 st Floor Railnilayam
SS			
1.	EME/Plg	Occupied	1 st Floor Railnilayam

2.	EME/Proj/Hqrs	Occupied	Downgraded the post of Dy.CME/Plg/Hq
JS			
1.	AEME/WS/Hqrs	Vacant	1 st Floor Railnilayam
2.	PS Gr.I to PCME	Occupied	1 st Floor Railnilayam

3.5.1 Summary of officers of Mechanical department after re-structuring of the cadre is as follows:

Grade	No. of posts after restructuring Over Railnilayam
HAGN	2
SAG	4
SG	4
JAG	1
Sr. Scale	2
Jr. Scale	2
TOTAL	15

3.6 Staff of Mechanical department at Railnilayam:

S No	Section	On roll Staff
1.	SSE/C&W	13
2.	SSE/DSL	5
3.	SSE/WS	5
4.	Liaison Insp	1
5.	SSE/M&P/Plg	4
6.	Foremen/M&P	3
7.	SSE/Drg	12
8.	CHI/EnHM	1
9.	SSE/EnHM	2
10.	JE/C&W	0
11.	JE/Drg	0
12.	JE/Dsl	1
13.	Ch. os	12
14.	Statistical Insp	1
15.	OS	28
16.	Sr. Clerk	5
17.	Jr. Clerk	5
18.	PS-II	4
19.	Steno-I	2
20.	Steno-II	0
21.	Ferro printer	0
22.	Safaiwala	2
23.	Tech-1/Driver	1
	Total	107

3.7 Requirement of Peons/Office Assistants:

I. For Officers:

S No	Grade	No.Of officers	Requirement of peons
1	HAGN(PCME)	1	2 (1x2)
2	HAGN	1	2 (1x2)
3	SAG	4	4
4	SG	4	4
5	JAG	1	1
6	Sr. Scale	2	2
7	Asst. scale	2	2
	Total	15	17
Total requirement of peons for officers			17

II. For Staff:

S No	Section	On roll Staff
1.	SSE/C&W	13
2.	SSE/DSL	5
3.	SSE/WS	5
4.	Liaison Insp	1
5.	SSE/M&P/Plg	4
6.	Foremen/M&P	3
7.	SSE/Drg	12
8.	CHI/EnHM	1
9.	SSE/EnHM	2
10.	JE/C&W	0
11.	JE/Drg	0
12.	JE/Dsl	1
13.	Ch. os	12
14.	Statistical Insp	1
15.	OS	28
16.	Sr. Clerk	5
17.	Jr. Clerk	5
18.	PS-II	4
19.	Steno-I	2
20.	Steno-II	0
21.	Ferro printer	0
22.	Tech-1/Driver	1
	Total	105
	Yardsticks	The basic yardstick should be one peon for every 20 clerks
1	Total Staff	105
2	Requirement of peons as per yardsticks	$105/20 = 5.25$ say 6

3.8 Summary of requirement of Peons/Office Assistants for Mechanical Department at Railnilayam :

S No	Category	Requirement of Peons/Office Assistants
1	Officers	17
2	Staff	6
	Total	23
	LR 12.5% 23*12.5%=2.87 SAY 3	3
	Total	26

3.9 Peons/Office Assistants excess to the requirement:

S No	San	Act	Vac	Requirement	Excess
1	32	25	7	26	6

3.10 In view of the above the following recommendation is made.

Recommendation:

It is recommended to surrender **6 vacant** posts of Peons/Office Assistants from the mechanical department which are excess to the requirement.

**** ** ***

4.0 òãđÃđóŮđ ÑđòŮÂđđŮđ FINANCIAL REPERCUSSIONS:

- 4.1** When the recommendations are accepted, the recurring savings on surrender of the under mentioned posts of Mechanical Department over Railnilayam will be as follows:

Sl. No	Category	Scale		No. of posts	Mean Pay	Grade Pay	DA @ 17%	Emoluments P.M (in Rs.)	Total Emoluments P.A (in Rs.)
		From	To						
1	Peon/Office Assistants	18000	56900	6	37450	1800	6366	262896	3154752
TOTAL				6					3154752

- On implementation of the recommendations, annual savings of Rs. 31.54 Lakhs will be accrued.

** ** *

ସିଫାରିଶି **RECOM MENDATION**

Sl. No.	Description	Para No.
1	It is recommended to surrender 6 vacant posts from sanctions of Peons/Office Assistants from the Mechanical department which are excess to the requirement.	3.10

** ** *