

दक्षिण पूर्व मध्य रेलवे
SOUTH EAST CENTRAL RAILWAY

कार्यालय
वरिष्ठ उपमहाप्रबंधक, बिलासपुर



Office of the
Sr. Dy. General Manager, Bilaspur.
Tel.No. 64006(Rly), 07752-414229

पत्र सं. No. WS/EDP-IT/30

दिनांक Dated: 03.01.2020

**The PFA,
S.E.C. Railway,
Bilaspur.**

Sub. : Work study on "Review of cadre strength vis-a-vis workload of EDP/IT Centre at Bilaspur & WRS/Raipur of Accounts Department over SEC Railway."

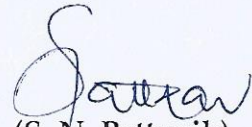
Ref. : This Office letter nos.
[1] WS/EDP-IT/1205 dated 31.05.2019
[2] WS/EDP-IT/1714 dated 05.08.2019
[3] WS/EDP-IT/2096 dated 24.09.2019

The work study of "EDP/IT Centre at Bilaspur & WRS/Raipur of Accounts Department over SEC Railway" had been conducted to review the cadre strength vis-a-vis workload in view of present workload, technological upgradation/changes, elimination of activity, Multi-skilling concept and optimum utilization of manpower. A draft Study report followed by two reminders dated 31.05.2019, 05.08.2019 and 24.09.2019 were sent to your office vide letter under reference (1), (2) & (3) respectively to furnish remarks on the draft report but no remarks has been received by this Office till date.

The draft report contained the recommendation for surrender of **21** surplus vacant posts of JE (IT) from EDP/IT Centre of Accounts Department.

Therefore, in view of above, the above mentioned report is finalised with the same recommendation made in the draft report (i.e. to surrender **21** surplus vacant posts of JE (IT) from EDP/IT Centre) and it is requested to implement the above Study report and copy of surrender memorandum may be sent to this office so that progress of implementation of work study can be advised to Railway Board accordingly.

This has approval of SDGM.


(S. N. Pattnaik)

Asst. Work Study Officer

For Sr. Deputy General Manager

Encl: work study report.

Copy to:-

1. The Executive Director, E&R (ME), Railway Board for kind information.
2. Secretary/SECR for kind information of GM.
3. EDPM/ BSP for information and necessary action .



SOUTH EAST CENTRAL RAILWAY

WORK STUDY CELL

Work study report on
“Review of Cadre strength vis-à-vis Work load of
EDP/IT Centre, Bilaspur & WRS/Raipur of
Accounts Department”
OVER S.E.C. RAILWAY



WORK STUDY CELL
S. E C. RAILWAY
BILASPUR

STUDY NO.

SECR/ 21/2019-20

SOUTH EAST CENTRAL RAILWAY

A

WORK STUDY REPORT

ON

**“Review of Cadre strength vis-à-vis Work load of
EDP/IT Centre, Bilaspur & WRS/Raipur of
Accounts Department”**

OVER

S.E.C. RAILWAY

GUIDED BY

SRI AMIT KUMAR SINGH

SR.DY. GENERAL MANAGER

LED BY

SRI S. N. PATTNAIK

ASST. WORK STUDY OFFICER

CONDUCTED BY

SRI VIKAS KUMAR SINHA

CH. WORK STUDY INSPECTOR

SRI SUNIL KUMAR MISHRA

WORK STUDY INSPECTOR

WORK STUDY CELL

S. E. C. RAILWAY, BILASPUR

STUDY No.

SECR / 21/ 2019-20

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SUMMARY OF RECOMMENDATIONS & SUGGESTIONS

S#	Description	Para ref.
	<u>RECOMMENDATIONS:</u>	
1.	Considering the existing work load and as per details given in Para 3.2 & 3.3, the requirement of staff for EDP/IT Centre at Bilaspur & WRS/R comes to 28 against sanction of 49. Thus, 21 vacant posts of JE (IT) are found surplus and should be surrendered from EDP/IT Centre of Accounts Department.	3.7.1
	<u>SUGGESTIONS:</u>	
1.	It is suggested that upgradation/replacement of existing I-net Servers should be done at the earliest since its codal life will be completed in year 2020.	3.7.2
2.	To increase the efficiency of SE/JE (IT), it is suggested that necessary training on software skill may be imparted to them in due course of time so that they would be able to discharge their duties in an efficient manner.	3.7.3

CHAPTER-I

INTRODUCTION

1.0 EDP (ELECTRONIC DATA PROCESSING) /IT CENTRE:

1.1 Background:

The operating/working expenses are increasing year after year. It is therefore imperative that to keep the working expenses within financially viable limits, 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 curtail it.

Manpower is the most costly and precious resource over Indian Railway and rightsizing is the need of the hour.

1.2 Introduction:

Indian Railways have set up EDP/IT Centre at various locations across the Zonal Railways with a view to work as Data Processing Centre and to fetch the information to the administration and staff. The study of EDP/IT Centre has been undertaken to review the cadre and workload in view of technological up gradations/changes in the field of Information Technology, requirement of staff, improve efficiency by implementing the multi skilling/MTS concept and outsourcing/eliminating of activities.

1.3 Present Scenario:

At present, 02 EDP/IT Centre in SECR are running at Bilaspur HQ and WRS/Raipur.

(i) The Zonal EDP Centre at Bilaspur was established in 1986 with computerization of PMIS & FMIS over BSP division. To implement various MIS applications with emphasis on introduction of SECR- INET project it was inevitable to create a Zonal EDP Centre with the approval of GM/SECR with FA&CAO as Administrative Head and CM (IT) as Technical Head. Main function of the EDP centre is to work as DATA CENTRE and to fetch the information to the administration and staff. For the staff convenience the web site has developed to get more transparency and make available to the staff by the Internet and in the local Intranet.

(ii) The EDP/IT Centre at WRS/Raipur was established in 1988 with computerization of PMIS & FMIS over WRS/R.

1.4 Terms of reference:

The study of EDP/IT Centre of Accounts Department has been undertaken to review the existing workload and requirement in view of –

- I. Up gradation of Technology and Introduction of IT/Computerisation.
- II. Multi-skilling.
- III. Elimination of activities
- IV. Suggesting the ways and means for improving & the System economically and efficiently.
- V. Rightsizing of Manpower

1.5 Methodology :

The following methodologies have been adopted for conducting the work study:

- (i) Unit visit & collection of relevant data,
- (ii) Examination of records,
- (iii) Direct observations regarding working of staff,
- (iv) Interaction with officers and staff and
- (v) Critical Analysis.

1.6 **Organizational Chart of EDP/IT Centre/ SECR:**



CHAPTER-II

2.0 Observations:

2.1 Cadre Position of EDP Centre:

The cadre strength of EDP/IT Centre at Bilaspur & WRS/R (sanctioned as on 01.04.2017 & Actual as on 01.04.2019) as per data collected is as under:

S#	Category/ Designation	Zonal EDP/IT Centre/BSP			IT Centre/WRS/R			Total		
		San	Actual	Vac	S	A	V	S	A	V
1	Sr. Engineer (IT)	17	14	03	03	02	01	20	16	04
2	Jr. Engineer (IT)	21	01	20	05	04	01	26	05	21
3	Peon	03	02	01	00	00	00	03	02	01
TOTAL		41	17	24	08	06	02	49	23	26

2.2 General Work of EDP Centre:

The Electronic Data Processing (EDP) Centre mainly deals with the work related to application and fault rectification of Information Technology (IT) system being utilised in Railway Departments/Offices/Units. In brief, the working of EDP Centre may be described as under:

- I. To operate and maintain RISC servers installed for the databases of all three packages i.e. MMIS, AFRES & PRIME.
- II. Maintenance of the Computer Systems including PC based Systems, Printers, Scanners and other Peripherals through centralized AMC.
- III. Provision of the Technical vetting of Hardware items related to computers & printers.
- IV. Provision of LAN facilities to the officers and staff as per priority and maintenance of the network.
- V. Maintenance of Website through CRIS/New Delhi and to interact with users as per Vigilance and Railway Board directives.
- VI. Procurement of Hardware for EDP & Software / licenses for Operating System & Application Software for whole DMW.
- VII. Data Base Administration of PRIME, AFRES & MMIS packages and backup management of these packages.
- VIII. Maintenance of Master Records of PRIME, processing of the Salary, Printing of the Salary bills and Allied Vouchers .
- IX. In house maintenance and Modifications in the applications like MMIS, AFRES & PRIME package as per the requirements of stores, Accounts and Personnel Departments and as per Railway Board Directives.

2.3 Section-wise Deployment of Staff in EDP/IT Centre :

The section-wise deployment of staff in EDP/IT Centre are as under:

2.3.1 EDP Centre/Bilaspur:

S#	Name of Section	Name of Staff	Design.	Work load	
1	Computer System Management Section			a) Responsibility for installation, Maintenance & efficient management of Servers including Hardware and System Software. b) Liaison/Co-ordination with maintenance Contractors.	
2	Data Base Maintenance /Administration Section	G. S. Rao C. P. Singh	SE(IT) JE(IT)	a) Managing Oracle Data Base availability. Planning & Creating Database, managing Physical Structures. b) Managing Storage based on Policy. c) Managing backup & recovery & database tuning. d) Assistance in Software Maintenance e) Liaison/Co-ordination with Contractors & Railnet. f) All Hardware associated with maintenance Internet.	
3	Application Co-ordination Section	S. S. Mohanty	SE (IT)	a) Co-ordination with maintenance Contractors & relevant User departments & handling of other Policy matters	PRIME
		V.K. Halkare	SE (IT)		
		L. S. Naidu	JE (IT)		
		D. K. Pal	SE (IT)	b) Effecting improvement in the System, Certification of the Application, Modules thereof and over all supervision of implementation of application etc.	PMIS
		S. Banerjee	JE (IT)		
		M. S. Atmuri	SE(IT)	c) Rectification of Minor problem & minor modification required in Application Software.	AFRES
		S. Shome	JE(IT)		
		N. C. Jena	SE (IT)	d) Input Data capture, Validation & Database Updation	MMIS
		V. Ekka	SE (IT)		

		P. Satya Rao	JE (IT)	e) Modification / Development of Forms & Reports based on Report based on User requirement	OSS, COMIS & Traffic Actt.
		B. R. Chowdhary	JE (IT)		
		C. P. Singh	JE (IT)	f) Generation of various Reports and downloading . g) Liaison/Coordination with Maintenance Contractors, etc. h) Keeping Regular back-up of Forms & Reports in the Local PC or CD	IPMS
4	Software Licence technical Reference Section & Office Management	D. K. Pal	SE (IT)	i) Procurement of required Books /CD & proper up keeping thereof maintenance of Technical reference Books	
		S. Banerjee	JE (IT)	j) Maintenance of Source Codes for propriety Software maintenance of User License and periodical review. k) Maintenance of all Media i.e. Operating System and Software Programs, CD/Floppy etc.	
5	Annual Maintenance Contract	Elias Tirkey	SE (IT)	Carry out regular AMC activities which include:	
		M.Someshwaran	JE (IT)	a) Liaison/Co-ordination with Contract-ors & Railnet. b) All Hardware associated with IT Equipments for HQ & BSP Div. Maintenance. c) Maintenance of Office Assets & TP Registers.	
6	IT Training	S. S. mohanty	SE (IT)	Deals with IT Training management to the Staff & Officers of SECR.	
7	Office Administration work	J. Kumar	Acco-unts Clerk	Maintenance of Office Records, Cadre, Promotion, processing of Salary Bill, Leave & Service Records etc.	

In addition to above, the following activities are also being carried out by the concerned Staff working in EDP Centre/BSP:

Software/ Module	Assigned work	Name of Staff (Shri)	Desgn.	Main activities
IPAS AMIS & IMMS	Making Co-ordination with IPAS users over SECR & CRIS/IPAS/Kolkata to rectify day to day problems & implementation of new Module.	G. S. Rao	SE (IT)	1. Admin-Level-3 of IPAS-User management & Issue of User ID & Passwords to the Users over SECR. 2. Level-3 User management 3. Issue of User ID & Pass words to the Users over SECR in absence of Shri G. S Rao
		C. P. Singh	SE (IT)	
		S. S. Mohanty	SE (IT)	4. a) Level-3 Payroll, Cadre, Income Tax, Allowance, Loan, Electricity, Quarter, PF, Settlement, Revision of Pension, NPS-Modules. b) Quires /Report & Helpdesk (Service Request & follow up action).
		V. K. Halkare	SE(IT)	
		M. S. Atmuri	SE (IT)	5 & 6 Level-3 a). IC, Books, Pension, Suspense, E-Suspense,Cash/MCR, Cash/Stn. & Pay, PF, NPS & Budget Modules. b) Quires/Reports & Helpdesk of the Modules(Service Request & follow up action)
		S. Shome	SE (IT)	
		N. C. Jena V. Ekka	SE (IT)	7& 8. IMMS-IC (Stores). Module Purchase Suspense & Data derived for sales Suspense

2.3.2 **EDP/IT Centre/WRS/Raipur:**

The detail of present deployment of SE/JE/Peon under EDP Centre/WRS are as under:

Name of Section	Name of Staff (shri)	Desgn.	Work load
WRS IT Centre	K. Ramakrishnan (Individual Responsibility)	SE (IT)	<ul style="list-style-type: none"> a) Liasoning with CRIS for smooth running of Modules of IPAS b) WISE-PHASE-II: Liasoning with CRIS/NDLS, End Users for implementation, customization. c) Maintenance of IP based Surveillance Camera System. d) Maintenance of WISE network System. e) Implementation of new projects under pipelines such as RFID smart Card , Biometric Gate Attendance System, upgradation of Surveillance CCTV Camera System and Wise –II Hardware under POH capacity of wagon augmentation from 400 Units to 500 Units. f) Maintenance of Railnet connectivity inside Workshop premises. g) Troubleshooting/Improvement of New Incentive Modoule in IPASas SECR is the nodal Agency. h) Maintenance of Adhaar Enabled Biometric System. i) Any other responsibilities
	K. Vijay Kumar (Individual Responsibility)	SE-IT	<ul style="list-style-type: none"> a) To process and look after periodical procurement of consumables, stationeries and to maintain registers and ledgers for all computer hardware and software items. b) To scrutinize and pass bills for all items related to IT center. To initiate proposals, requisitions etc., pertaining to IT center. c) Initiation, execution of AMCs for hardware peripherals of WRS/R d) To ensure proper custody of Dead Stock and Consumables of IT center. e) Maintenance of LAN at IT center, Admn. Building and Workshop Premises. f) Any other responsibilities assigned by higher authorities as and when the situation warrants.
	B.K. Agrawal (Assisting Shri K. Ramakrishnan & Shri K. Vijay Kumar)	JE (IT)	<ul style="list-style-type: none"> a) Assisting in all duties of Sri K. Ramakrishnan, Sri K. Vijay Kumar b) Assisting the user department in customizing the Act Apprentice MS ACCESS application in generating the Act Apprentice List. c) Maintaining all PC based application softwares being used by various sections. d) Maintaining Aadhar Enabled Biometric Attendance System. e) Maintaining WRS website page of SECR.INDIANRAILWAYS.GOV.IN f) Carrying out the work of Sri A.P. Singh, JE(IT) as he is on study leave from 01/03/2018 to 28/02/2019. g) Any other responsibilities assigned by Srl.No.1 when the situation warrants

Aditya Pratap Singh (Assisting Shri K. Vijay Kumar)	JE(IT)	<ul style="list-style-type: none"> a) Assisting in all duties of Sri K. Vijay Kumar. b) Troubleshooting of PCs, networking (Railnet & WISE Net) to the extent of his capacity. c) To coordinate with other sections/shops for general housekeeping of the center
E.Raghavendra Rao (Assisting Shri K.Ramakrishna n)	JE(IT)	<ul style="list-style-type: none"> a) Assisting in all duties of Sri K. Ramakrishnan. b) To ensure proper & timely generation of bills & reports related to IPAS and allied modules, Pass Module of PMIS. c) Liasoning with End Users of Mechanical,Store & Accounts in data entry of Incentive modules in IPAS. d) File Maintenance, Muster Roll maintance, Leave Record of staff of IT center, General House Keeping. e) Implementation and maintenance of 5S at IT Centre
T. Rahul Rao (Assisting Shri K. Vijay Kumar)	JE(IT)	<ul style="list-style-type: none"> a) Assisting in all duties of Sri K. Ramakrishnan, Sri K. Vijay Kumar. b) Liasoning of all modules of WISE with end users, CRIS representatives. c) To ensure proper data entry from shops, report generation, coordination with user shops, training and other normal activities related to smooth functioning of WISE. d) Issue raising in Solution Manager, monitoring and closure of resolved issues in WISE. e) Maintenance of WISE hardware and network connectivity. f) Maintenance of Surveillance Camera System. g) Implementation of Knowledge Centre for Industrial Safety (Web Portal & Mobile App)

CHAPTER-III

3.0 CRITICAL ANALYSIS & RECOMMENDATIONS:

In the context of human resource planning, Indian Railways is presently on the threshold of major technological changes. Manpower planning ensures that the existing manpower is utilized to the optimum extent. The manpower costs have a direct implication on the future sustainability of the organisation. Human Resource development and Manpower planning are thus crucial for Indian Railways financial viability. There are various areas where there is ample evidence of the staff getting redundant on change in the existing pattern of working/procedure or as a result of progressive introduction of computerisation/technology.

During direct observations by work study team it is revealed that data processing works are not being done by the staff deployed at EDP Centre since these activities are being done by the user departments themselves. Data processing works in PRIME (IPAS) & PMIS Application by Personnel department, AFRES by Accounts department, MMIS by Stores department, OSS by Operating Department, COMIS by Commercial department, IPMS by Construction department etc.

The EDP staff is required for each Application Module, who coordinates with user department and maintenance contractor, assist in software development, rectification of minor problems, Modification of forms/ reports with minor problems, taking back up of Applications Sources and Executables.

3.1 Railway Board's Guidelines:

Railway Board have issued instructions and necessary guidelines regarding Re-Structuring of IT cadre in Zonal Railways/Production Units.

Railway Board vide letter No. 2016/AC-II (CC)/37/9 dated 05.04.2019 (RBA No.-26/2019) have instructed that restructuring of post of Senior Engineer (IT) and Junior (IT) of EDP cadre will be with reference to the sanctioned strength as on 01.04.2017 in the percentage of 67:33 respectively.

3.2 Assessment of section-wise requirement of Staff for EDP Centre/Bilaspur:

The requirement of staff in various sections of EDP/IT Centre/Bilaspur has been assessed based on present workload, technological upgradations/changes and discussions which is as under:

3.2.1 AFRES (Advanced Financial Revenue Earnings & Expenditure System) Section:

At present 02 staff (Sr. Engineer/IT) are working in AFRES (IPAS/Accounts) section. Staff of this section deals with maintenance, Application backup and coordination with user department and maintenance contractor, assist in software development, rectification of minor problems, Modification of forms/reports with minor problems of AFRES Application. The AFRES Application Server is connected with 08 Accounting units viz. HQ, 03 Division (BSP, R, and NGP), 02 workshops (WRS & MIB), Construction/HQ and Construction/NGP. 10 modules under AFRES are running in SECR and used by the Accounts department. Presently there are about 1700 users of IPAS/AFRES Application. Quarter Module is under process of implementation.

Considering the existing workload, present deployment of 02 staff in this section is sufficient and justified.

3.2.2 Traffic Account Section:

At present 01 staff (Sr. Engineer/IT) is working in Traffic Account section. He is also looking after OSS and COMIS Application. Staff of this section deals with maintenance, Application backup and Co-ordination with user department and maintenance contractor, assistance in software development, rectification of minor problems, modification of forms/reports with minor problems of Traffic Account, OSS, COMIS Application.

The **OSS** (Operating Statistics System) Application Server is connected with Statistical department and Crew Lobbies in SECR. The **COMIS** (Commercial Management and Information System) Application Server is connected with HQ and 03 Divisions (BSP, NGP, and R) in SECR.

During work study it is observed that maximum works of Traffic Account, OSS & COMIS Application are carried out by Traffic Accounts Office by fetching data from FOIS.

Considering the existing workload of Traffic Account, OSS & COMIS section, 01 more staff is proposed for smooth functioning of the section. Hence, proposed requirement is **02 staff**.

3.2.3 IPAS (PRIME) & HMIS Section:

At present 03 staff (02 Sr. Engineer/IT + 01 JE) are working in PRIME (IPAS) section. Staff of this section deal with maintenance, Application backup and Co-ordination with user department and maintenance contractor, assistance in software development, rectification of minor problems, modification of forms/reports with minor problems of PRIME (IPAS) Application and HMIS Application work. Presently there are 1700 users of IPAS Application. It is found that one staff of IPAS/PRIME is also looking after the work of HMIS Application in addition to PRIME work. Work Study team proposes that one more staff is required for looking after the work of HMIS Application.

Considering the existing workload of IPAS (PRIME) & HMIS section, proposed requirement is **04 staff**.

3.2.4 PMIS (Personnel Management Information System) Section:

At present 01 staff (Sr. Engineer/IT) is working in PMIS section. Staff of this section deal with maintenance, Application backup & co-ordination with user department and maintenance contractor, assistance in software development, rectification of minor problems, modification of forms/reports with minor problems of PMIS Application. Presently there are 800 users of PMIS Application. PMIS plays a vital role in the progress of any organisation.

Considering the existing workload, present deployment of 01 staff in this section is sufficient and justified.

3.2.5 MMIS (Material Management Information System) Section:

At present 02 staff (Sr. Engineer/IT) are working in MMIS section. Staff of this section deal with issue of user ID for 10 store depots & 900 consignee, maintenance, Application backup & co-ordination with user department and maintenance contractor,

assistance in software development, rectification of minor problems, modification of forms/reports with minor problems of MMIS Application and attending online complaints. The MMIS Application Server is connected with HQ, 03 Divisions (BSP, NGP, R) and 10 Store Depots in SECR. Presently there are 300 users of MMIS Application.

Considering the existing workload, present deployment of 02 staff in this section is sufficient and justified.

3.2.6 IPMS (Integrated Project Management System) Section:

At present 01 staff (Sr. Engineer/IT) is working in IPMS section. Staff of this section deals with maintenance, Application backup & co-ordination with user department and maintenance contractor, assistance in software development, rectification of minor problems, modification of forms/reports with minor problems of IPMS Application. IPMS Application is mainly used by Accounts and Engineering departments of Construction Organization.

Considering the existing workload, present deployment of 01 staff in this section is sufficient and justified.

3.2.7 System Administration & Data Administration:

At present 01 staff (Sr. Engineer/IT) is working in System Administration & Data Administration section. There are 02 Data Base Servers (at BSP), 03 Application Servers (at BSP, R, and NGP) and 01 Development Server (at BSP). Staff of this section deals with system administration of Database Servers & Application Servers, create User ID, privilege allotment & Access control. He also looks after Data administration of Oracle database creation, deletion, space management, user maintenance, Database Backup and storage. One staff deployed in IPMS section also assists in work of System Administration & Data Administration.

Considering the existing workload of System Administration & Data Administration, 01 more staff is proposed for smooth functioning of the section. Hence, proposed requirement is **02 staff**.

3.2.8 AMC (PC & Laptop) & Office Administration:

At present 02 staff (Sr. Engineer/IT) are working in AMC (PC & Laptop) & Office Administration section. One Staff of this section deals with monitoring and coordination with AMC Contractor of PCs and Laptops of Bilaspur division, HQrs and Construction Organization/BSP, attending emergency calls over SECR for the trouble shooting of PCs, Laptops and all peripherals, Oracle & miscellaneous software installation and configuration at client's side. Presently, about 1200 PCs, 800 Printers & 600 UPS exist over HQ & BSP division.

And one staff of this section looks after establishment matter of EDP Centre, maintenance of TP register, tender processing of PC/Printers, Budget related matter, Imprest cash, stores items and maintenance of office records.

Considering the existing workload, present deployment of 02 staff in this section is sufficient and justified.

3.2.9 **CM (IT) centre:**

At present 02 staff (Sr. Engineer/IT) of EDP centre/BSP are working in CM (IT) centre on deputation. 01 staff is deployed to update the website of SECR (www.secr.gov.in) designing, monitoring & uploading and maintenance of CMIT's share folder, SECROAD maintenance, SPARROW maintenance. And one staff is deployed for I-net activities, Server Bills, tender related works of HMIS etc. It is found that present staff strength in this section exists since last 05-06 years.

Considering the existing workload, present deployment of 02 staff in this section is sufficient and justified.

3.2.10 **Group "D" Staff:**

Presently 02 Peon are on roll against the sanctioned strength of 03 and 01 post of Peon is lying vacant since long. Work study team recommends that 01 Peon is required for up keeping of records, receipt & dispatch of letters/files of EDP Centre, 01 Peon for key duty and other misc. work and 01 Peon is attached with EDPM. So proposed requirement of Group 'D' staff is **03**. Hence, it is suggested that 01 vacant post of Peon may be filled up shortly.

The average actual staff strength for the last three years in this unit is 18. The entire workload of this EDP Centre are being managed with this staff strength.

However, after critical analysis of present workload & deployment of staff, work study team proposed 21 posts of SE(IT)/JE(IT) & Peon against the sanctioned cadre of 41 posts of EDP Centre/BSP. Thus, 20 posts of SE/JE(IT) are found surplus to the requirement and recommended for surrender.

3.3 **Assessment of requirement of Staff for EDP/IT Centre/WRS/Raipur:**

The requirement of staff in various sections of IT Centre/WRS/R has been assessed based on present workload, technological upgradations/changes and discussions which is as under:

At present 06 staff (02 Sr. Engineer/IT + 04 JE/IT) are working in IT centre/WRS. **03** Staff of this section deal with Liaisoning with CRIS & End Users for smooth running of Modules of IPAS, maintenance of IP based Surveillance Camera System, maintenance of Railnet connectivity inside Workshop premises, maintenance of Aadhaar Enabled Biometric System, maintenance of WISE network System, Troubleshooting of PCs, Maintenance of WMIS Application, establishment matter of IT staff etc.

And 03 staff of this section deal with periodical procurement of consumables, stationeries, maintain registers and ledgers for all computer hardware and software items, pass bills for all items related to IT center, execution of AMCs for hardware peripherals of WRS/R, maintenance of LAN at IT center, Admn. Building and Workshop Premises, custody of Dead Stock and Consumables of IT center/WRS.

It is found that there is indent placed for filling up of 01 vacant post of JE/IT.

Considering the existing workload of IT Centre/WRS, 01 more staff is proposed for smooth functioning of the section. Hence, proposed requirement is **07 staff**.

Group “D” Staff:

Presently no Group “D” staff is working in IT Centre/WRS/R and also no sanctioned post of Peon exists in WRS/R. Work study team suggests that 01 Peon is required for up keeping of records and other related work of IT Centre/WRS/R which may be managed from staff strength of WRS/R.

The average actual staff strength for the last three years in this unit is 06. The entire workload of this EDP Centre are being managed with this staff strength.

However, after critical analysis of present workload & deployment of staff, work study team proposed 07 posts of SE(IT)/JE(IT) against the sanctioned cadre of 08 posts of IT Centre/WRS. Thus, 01 post of SE(IT) is found surplus to the requirement and recommended for surrender.

3.4 Existing & Proposed Deployment of staff section-wise at EDP Centre/Bilaspur & IT Centre/WRS/R:

S#	Name of Section	Present No. of Staff deployed	Proposed deployment of staff
EDP Centre/BSP			
1	AFRES (IPAS/Accounts) Section	02	02
2	Traffic Account Section	01	02
3	IPAS (PRIME) & HMIS Section	03	04
4	PMIS Section	01	01
5	MMIS Section	02	02
6	IPMS Section	01	01
7	System Administration & Data Administration section	01	02
8	AMC & Office Administration	02	02
9	CM (IT) section	02	02
10	Group “D”	02	03
	TOTAL	17	21
IT Centre/WRS/R			
11	WRS IT Centre	06	07
	TOTAL	17	21
Grand Total		23	28

3.5 Summary of Sanction, Present & Proposed Cadre strength of EDP/IT Centre:

S#	Designation	Sanction strength	On Roll strength	Proposed Strength	No. of identified Surplus post
<u>Zonal EDP Centre/Bilaspur:</u>					
1.	Sr. Engineer/IT	17	14	17	00
2.	Jr. Engineer/IT	21	01	01	20
3.	Peon	03	02	03	00
Total		41	17	21	20
<u>EDP/IT Centre/WRS/R:</u>					
4.	Sr. Engineer/IT	03	02	03	00
5.	Jr. Engineer/IT	05	04	04	01
6.	Peon	00	00	00	00
Total		08	06	07	01
GRAND TOTAL		49	23	28	21

3.6 RECOMMENDATIONS & SUGGESTIONS:

On the basis of direct observations and critical analysis, following recommendation and suggestions are made:

RECOMMENDATIONS:

- 3.6.1** Considering the existing work load and as per details given in Para 3.2 & 3.3, the requirement of staff for EDP/IT Centre at Bilaspur & WRS/R comes to 28 (21 & 07) against sanction of 49. Thus, 21 vacant posts of JE are found surplus and should be surrendered from EDP/IT Centre of Accounts Department.

SUGGESTIONS:

- 3.6.2** It is suggested that upgradation/replacement of existing I-net Servers should be done at the earliest since its codal life will be completed in year 2020.
- 3.6.3** To increase the efficiency of SE/JE (IT), it is suggested that necessary training on software skill may be imparted to them in due course of time so that they would be able to discharge their duties/responsibilities in an efficient manner.

CHAPTER-IV

4.0 FINANCIAL EVALUATION & RESULTS:-

Savings due to surrender of **21 Posts** of JE (IT) identified as surplus is as under:-

S#	Posts	Level (7 th CPC)	G.P. (6 th CPC)	Pay Structure (7 th CPC)	No. of Post to be surrendered	Mean pay of the level	Cost per Month per staff (Mean Basic pay+ D.A. @ 12 %)	Total cost per month (in Rs.)	Total cost per year (in Rs.)
1	JE (IT)	L-6	4200	35400-112400	21	73900	82768	1738128	20857536
TOTAL					21				20857536

Thus, recurring savings to the tune of Rs. 2,08,57,536 say Rs. 208 lakhs Per annum can be achieved due to surrender of 21 vacant Posts of JE (IT) from EDP/IT Centre of Accounts Department/SECR and surrender memorandum to be issued by concerned authority accordingly.

