



**REVIEW OF STAFF STRENGTH
OF
NON TEACHING STAFF WORKING
AT
SUPERVISOR TRAINING CENTRE, AJMER**

(G/HQ/WS/463/25/STC/AII/2019-20)

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NORTH WESTERN RAILWAY
JAIPUR**

EXECUTIVE SUMMARY

S. No.	25
Study No.	G/HQ/WS/463/25/STC/ All/2019-20
Subject	Review of staff strength of Non-Teaching Staff working at STC, Ajmer.
Area	STC, Ajmer
Division	Ajmer
Department	Mechanical
Terms of Reference	Assessment of Man Power requirement
Present Cadre	19
On Roll Staff	12
Vacancy	07
Proposed Cadre	12
Projected Surplus Posts	07
Total No. of Recommendations	03
Financial Implication	Rs.39.60 Lakhs per annum.
Month of Circulation	June' 2020

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Indian Railway is the biggest transport organization in India and playing an important role in the development and economy of the country. Along with the Commercial activities, the Railways have to fulfill the social obligations also, especially in the time of natural calamity and towards the weaker sections of the society. For the healthy existence of such an important organization it is necessary to be financially viable, which can be achieved by ensuring optimum utilization of the resources i.e. Man, Material and Machinery.

With the implementation of 7th pay commission, **the establishment charges have gone up drastically and hence manpower has become an important factor in bringing economy in the system.** In order to check the cost of manpower, the Railway administration issues guidelines from time to time, in the form of **yardsticks, circulars etc. Now-a-days, benchmarking is being utilized to ensure best utilization of manpower. Benchmarking is a continuous process of comparing different units and identifying which one is the best in the business, followed by learning how this excellence was achieved** and then setting out to improve the efficiency of those units, which were left behind. The optimum utilization may further be ensured by **multi skilled use of man power.** With the introduction of **computers in the offices, paper activities has been reduced considerably** resulting in further **possibilities of diminution in manpower has become mandatory** due to lesser manual exercise in all the offices over entire railways.

Productivity has acquired a new and broader meaning in the light of highly competitive economic environment, increasing educational levels, degradation of physical environment and increasing population, creating pressure on the limited available resources.

All efforts should be made to ensure that the revenue is spent carefully over assets, infrastructure and manpower. In other words, Railway administration should curtail wasteful expenditure in operational and maintenance costs so as to bring down the operating ratio which is the prime indicator of Railway's financial efficiency.

Keeping in view of the above mentioned factors, SDGM/NWR has approved the Work Study – “Review of staff strength of Non-Teaching Staff working at STC, Ajmer.”

2.1 Coordinating Officials of the department:

The Study Team expresses its sincere thanks and gratitude to Sh. N.S. Patiyal, Director/STC/All and Co-ordinators Sh. Mahesh sharma, Sr. Instructor/STC/All, Sh. Nand Kishore , Ch.OS/STC/All and also thankful to STC staff for co-operation during the course of study.

2.2 Terms of Reference:

This study has been conducted under the following terms of reference:-

- i) Review of staff vis-a-vis workload on existing working conditions.
- ii) Suggesting the ways and means for improving the system economically and efficiently.

2.3 Methodology Adopted:

The following techniques of method study as well as work measurement have been applied to conduct the study:-

- i) Data collection and its critical analysis to arrive on factual status of present working.
- ii) To outsource Sweeping & cleaning work.
- iii) Holding discussions at various levels with a view to produce fruitful results.
- iv) Sample checks and spot observations.

2.4 Field units visited:

Work study team has visited at STC/Ajmer.

3.0 CADRE POSITION & DUTIES OF STAFF:**3.1 Cadre Position of Non-Teaching staff:**

Sr. No.	Designation	Pay Matrix	Pay Level	SS	OR	Vac.
1.	Ch.OS	44900-142400	L-7	1	1	0
2.	OS	35400-112400	I-6	1	1	0
3.	Jr.Clerk	19900-63200	L-2	1	1	0
4.	E.L.M.	35400-112400	L-6	1	1	0
5.	Carpenter	25500-81100	L-4	1	0	1
6.	Bus Driver	19900-63200	L-2	1	1	0
7.	Bus Cleaner	18000-56900	L-1	1	1	0
8.	Safaiwal			5	2	3
9.	Hammal			4	2	2
10.	General Assistant			3	2	1
Total				19	12	7

3.2 Duties of General Assistant (Peon):

1. To carry files, daks, official papers and books, etc. as and when required from office to residence office and vice versa of the officers to whom he is attached.
2. To attend to any other official duties which may be assigned by the officer to whom he is attached
3. To return the signature pads after signature of the concerned officer to Issue Branch.
4. To attended to any other official calls of the officer he is attached to.
5. To take attendance register from office to officer and back.
6. To take files from the officer to office and vice versa.
7. To distribute official daks both inside and outside the office.
8. To attend to any other official duties as and when required by his official superiors.

3.3 Duties of Safaiwala/Hammal staff:

1. To clean & sweep of supervisor training school building & hostel and its premises.
2. To clean hostel rooms windows and doors.
3. Doing work related to bed roll distribution & collection from trainees.
4. To upkeep of linen and other works at STC/Hostel.

5.0	Deployment, Workload & Critical Analysis :
5.1	Ministerial staff=03:
5.1.1	<p>Ch.OS=1, He is performing following work during his duty:</p> <ol style="list-style-type: none"> 01 Ch.OS is doing overall supervision and he is also performing duties of Hostel Warden. To receive all daks & allotted/marked to concerned staff for further disposal. Deals with all tender and quotation work. Presently 02 tender and 04 quotations are under process. To manage all official festival i.e. Independence Day, Republic day, Gandhi Jayanti, etc. To reply of audit reports. Correspondence related to booking of Mini Bus. To maintain record keeping of T&P items. To deal budget related work. To prepare indents related to consumable items. Deals any other work which assigned by higher officers.
5.1.2	<p>OS=1, He is performing following work during his duty:</p> <ol style="list-style-type: none"> To prepare and issue approximate 15 Passes/PTOs per month for 22 on roll employees and 20 retire employees. To maintain leave record and service sheets of 22 employees. To prepare & feed the pay related data of employees and officers in every month. Deal with 01 D&AR and Vigilance cases per month. Deal with work related to store items.
5.1.3	<p>Jr. Clerk =1, He is performing following work during his duty:</p> <ol style="list-style-type: none"> To prepare & issue approx. 25 Passes & PTOs per month for on average 50-60 trainees. To prepare attendance register of trainees & employees. To prepare monthly leave summary of 50-60 trainees. Deal with work related to cash imprest and Honorarium of guest faculty. Deal with work related to release and registration of batches of trainees. To register of approx. 100-125 B.Tech. student for annual training and issued certificate to them after completion of training. To prepare programme for field training of apprentice trainees. Supervision of cleaning work of contract labour. Doing work related to maintenance of 01 photo copier & 03 printers. Doing work related to entertainment allowances of Director.

5.1.4	<p>Critical Analysis:</p> <p>The work assigned to Ch.OS in Para 5.1.1 is found sufficient. The workload of staff mentioned in above para 5.1.2 & 5.1.3 is found less and considered not sufficient for two staff. This work can be performed by one staff easily. Therefore, in view of existing workload both posts may be merged.</p> <p>In view of existing work load, 02 ministerial staff has been considered justified for ministerial work of STC/ Ajmer and 01 post of ministerial staff has been considered surplus.</p> <p>It is being advised that 01 post of ministerial staff considered shall be utilized as Hostel Superintendent.</p>
5.2	General Assistant=03 (Vacant=01):
5.2.1	<p>GA=01, She is performing following work during her duty:</p> <ol style="list-style-type: none"> 1. Opening the locks of offices in the morning and closed the same in evening. 2. To prepare copies for examination & envelops and to seal envelops. 3. To distribute of dak & doing photo copy of letters. 4. Doing the work of director's office.
5.2.2	<p>GA=01, She is performing following work during her duty:</p> <ol style="list-style-type: none"> 1. To collect & deposit office keys from RPF post of printing press. 2. Opening the locks of class rooms & Labs in the morning and closed the same in evening. 3. Rings the bell as per instructions of official. 4. Doing official other work as instructed by CI & other staff.
5.2.3	<p>Critical Analysis:</p> <p>Against sanction cadre of 03 General Assistant, 02 General Assistants are performing work and 01 post is vacant. During critical analysis of work assigned to General Assistants, it has been found that, 03 General Assistants are required to meet out with existing workload i.e. 01 GA is required for managing work at Institutional building, 01GA is required for Administrative office & confidential cell and 01 GA is required for Director's office. Thus, existing 03 posts of General assistant considered justified.</p>
5.3	Hammal=04 (02 Vacant):
5.3.1	<p>Hammal=02, They are performing following work during their duty:</p> <ol style="list-style-type: none"> 1. Doing dusting of approximate 80 beds of 28 hostel rooms. 2. To clean approx. 60 fans of hostel room every month. 3. To clean doors & windows of all 28 rooms. 4. To clean passes area of hostel building. 5. To collect bed sheets & blankets from trainees for washing. 6. Doing daily watering of plants/trees.

5.3.2	Critical Analysis: It is observed that, 02 Hammals are working against sanctioned cadre of 04 at STC/Ajmer. In critical analysis it is found that, the 02 Hammals are being deployed for dusting of beds and cleaning of doors & windows of hostel Rooms. They are also collecting the bed sheets & blankets of trainees for cleaning from their rooms. Presently one hostel building is under construction for trainees. Therefore, the workload of Hammals is going to be increased. In view of the existing and expected workload 02 posts of Hammal have been considered justified and -2 vacant posts of Hammal have been considered surplus and advised to surrender forthwith.
5.4	Safaiwala=05 (03 Vacant):
5.4.1	Safaiwala=01, He is performing following work during his duty: <ol style="list-style-type: none"> 1. To collect dak from STC and distribute at Carriage & Loco workshop, Ajmer every day. 2. Doing photo copies of letter. 3. To prepare examination copies and envelops. 4. To open & close office daily. 5. To clean office in absence of contractor labors. 6. To assist ministerial staff at the time of DS-8 of items. 7. Doing work related to General Assistant.
5.4.2	Safaiwala=01, He is performing following work during his duty: <ol style="list-style-type: none"> 1. To allot rooms of trainees in hostel. 2. To issue & replace bed sheets & blanket of trainees as per guidelines. 3. To fill up overhead water tank daily through water pump. 4. To inform for Repairing of failure electric equipments to concern official. 5. Doing other works which are informed by trainees.
5.4.3	Critical Analysis: It is observed that, 02 safaiwala staff are working against sanctioned cadre 05 at STC/Ajmer, The cleaning activities of STC, Ajmer have already been outsourced. Therefore, no specified work has been assigned to Safaiwala staff. Presently 01 safaiwala staff is performing work in STC Hostel as care taker and other one is performing work against 01 vacant post of General Assistant in administrative office of STC/Ajmer. In view of above, it is being advised by work study team that, 02 safaiwala staff is required as caretaker in STC hostel and remaining 03 posts of safaiwala staff has been considered surplus & advised to surrender forthwith.
5.5	MCF (Electrician)=01:
5.6	MCF=01, He is performing the following work during his duty: All electric equipment are checked as per following schedule and if they are found in not working condition, it is be repaired.

5.6.1	Sr. No.	Day	locations
	1.	Mon day	Auditorium, DG set, Main Penal, Office building and outdoor rode light.
	2.	Tues day	C&W lab, Diesel lab, RAC lab, all class rooms of A block and stairs.
	3.	Wednes day	Computer lab, class room of B & C blocks, verandah, A/U lab, Library.
	4.	Thurs day	Electric lab, welding lab, water coolers & class rooms of D block.
	5.	Fri day	Hostel building & mess room
	6.	Sature day	Pending work
5.6.2	Critical Analysis: The work assigned to MCF/Electrician is found sufficient. Therefore, the post of electrician is considered justified.		
5.6.3	Carpenter =01 (Vacant)		
5.6.4	It is observed that no specific and regular nature carpentry work is available at Supervisor Training Centre, Ajmer. As and when the repairing of furniture, doors and windows of Training school and hostel building are doing by workshop staff. The repairing work is not doing properly and timely by these staff therefore, these works may be done through outside agencies under petty repair work. During discussion Director/STC/All has also advised that a suitable imprest be created for petty repair of carpentry work.		
5.6.5	Critical Analysis: As such post of Carpenter is lying vacant since long. Petty repair work is being carried out by workshop staff but as such the work assigned to them is not performed within desired time limit, this hampers the facilities of STC building and hostel. Thus, as discussed with Director/STC/All it is being advised to create suitable imprest cash for this petty repair work. One vacant post of carpenter has been considered surplus and advised to surrender forthwith.		
5.7	Bus Driver =01:		
5.7.1	He is performing the following work during his duty: <ol style="list-style-type: none"> 1. To check and start the bus daily. 2. To visit the trainees as per instructions. 3. To check cleaning of STC campus and hostel campus. 4. To check water pipe line and repair if required. 5. To collect diesel and stationary from store. 6. To pickup & drop of trainees from hostel to STC in rainy season. 		

5.7.2	Detail of Bus		
	Sr. No.	Description	Required data
	1	Vehicle number	RNZ 6104
	2	Model	Mini Bus
	3	Make Year	1987
	4	Kilometers run up to March'2020	95138
	5	Average monthly expenditure on fuel	6 Litres
	6	Average schedule maintenance cost of last year(Service)	0
	7	Other expenditure in last 02 year: (Insurance +breakdown maintenance & Other)	Rs.39000/-
5.7.3	Critical Analysis: It is observed that, 01 Bus driver has deployed on bus for visit of trainees to C&W maintenance depots, Madar, Loco & Carriage workshop, Ajmer and other locations. In critical analysis it is found that, the approx. 03 to 04 visit were done per month. It is also observed that, the codelife of bus has already been completed and don't have valid RC & other documents. Thus, movement of trainees in this vehicle is not safe. Thus it is being advised that the visits of trainees should be arranged by other mean i.e.-through outsourced vehicle, by hiring of vehicle on need base through imprest cash. It is further advised that the process of condemnation of bus shall be initiated as per extant rules. 01 post of Bus driver has been considered surplus and advised to surrender henceforth.		
5.7.4	Bus Cleaner=01:		
5.7.5	He is performing the following work during his duty: 1. To clean the bus daily. 2. To assist the driver during visit. 3. To assist electrician during maintenance of eclectic equipment. 4. To work as LR of General Assistant.		
5.7.6	In view of the Para 5.6.3 in which it has been advised to surrender the post of Bus Driver and outsourcing the vehicle. There will be no need of Bus Cleaner. Hence one post of Bus Cleaner has been considered surplus and advised to utilize this post as Care Taker in the hostel.		

5.0 Recommendations & Summary of Identified Surplus Posts:

5.1 Recommendations :

Work Study team visited to Supervisor Training Centre, Ajmer and discus with Director (STC) and coordinators for utilization of non-teaching staff. The team has observed and analyzed the existing workload of non-teaching staff. It has been observed that the workloads of non-teaching staff is reducing measurably due to introduction of computerization of work in offices and outsourcing of cleaning activities.

- 5.1.1 After critical analysis of the work assigned to the individual, it has been advised by work study team that 12 non-teaching staff are sufficient to meet out with existing workload of STC/Ajmer and 07 posts of non-teaching staff have been considered surplus and advised to surrender forthwith.
- 5.1.2 02 posts of Hammals, 02 posts of safaiwala and 01 post of bus cleaner which were considered surplus have been advised to utilize as General Assistant for day to day up keeping of linen and other work of STC/Hostels. Building of another Hostel is under construction and soon will start functioning, thus it will be essential to manage services there too. Therefore it is being advised that 04 staff to be utilized in El roster round the clock at both hostel and 01 staff utilized as LR/RG.
- 5.1.3 A suitable imprest may be created for carpentry work & touring/ sight visit of trainees to yard/workshops etc. against the 01 post of Carpenter and 01 post of Bus Driver considered surplus and the process of condemnation of bus should be initiated as per extant rules.

5.2 Summary of Identified Surplus Posts:

Sr. No.	Designation	SS	OR	Vac.	Proposed	Identified surplus
1.	Ch.OS	1	1	0	1	0
2.	OS	1	1	0	1	0
3.	Jr. Clerk	1	1	0	1	0
4.	Electrician	1	1	0	1	0
5.	Carpenter	1	0	1	0	1
6.	Safaiwala	5	2	3	2	3*
7.	Hammal	4	2	2	2	2
8.	Bus driver	1	1	0	0	1
9.	Bus cleaner	1	1	0	1	0
10.	General Assistant	3	2	1	3	0
Total		19	12	7	12	7

***Note- The money value of 02 posts of safaiwala staff has been utilized against creation for 01 revenue post of TADK for Director/STC/All.**

6.1 Minutes of meeting which held at officer's level:

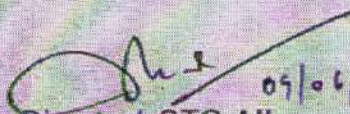
Minutes of meeting with Director STC Ajmer on 3/6/2020


The recommendations of work study report of non-teaching staff of STC/Ajmer were briefed and discussed with Director/STC-Ajmer by AWSO/NWR/JP. The work study was carried out on the basis of actual requirement and outsourcing of cleaning activities. The following recommendations are accepted by above officers.

- It has been observed that 12 non teaching staff (01 Ch.OS, 01 OS, 01 Jr.Clerk, 01 Electrician, 02 Safaiwala, 02 Hammal, 03 G.A. & 01 Bus cleaner) out of 19 sanctioned cadre are sufficient to meet out with existing work load and future requirement for managing the work load of new hostel.
- it is advised that recommendations of work study report may be implemented and ensured to surrender 07 posts (01 Carpenter, 03 Safaiwala, 02 Hammal & 01 Bus Driver) of non teaching staff of STC/Ajmer.

Director/ STC- Ajmer has advised that -

- 1) 02 Posts of Safaiwala have been utilised against creation for 01 revenue post of TADK/ Director/ STC-Ajmer.
- 2) 02 Posts of Hammal, 02 Posts of Safaiwala and 01 post of Bus cleaner have been utilised as general assistant for day to day up keeping of linen and other works at STC/Hostels. In view of 01 new hostel coming up there services shall be essential.
- 3) Since carpenter post is recommended for surrender therefore a suitable imprest be created for petty repair works.
- 4) Driver post is recommended for surrender therefore a suitable imprest be created for touring/ sight visit of trainees to yard/workshops etc.


Director/ STC-Ajmer 09/06/2020


AWSO/NWR/JP 09/06/2020

7.1 Summary of recommendations:

Sr. No.	Recommendations	Para no.	Accepting/ Implementing Authority
1.	<p>Work Study team visited to Supervisor Training Centre, Ajmer and discus with Director (STC) and coordinators for utilization of non-teaching staff. The team has observed and analyzed the existing workload of non-teaching staff. It has been observed that the workloads of non-teaching staff is reducing measurably due to introduction of computerization of work in offices and outsourcing of cleaning activities.</p> <p>After critical analysis of the work assigned to the individual, it has been advised by work study team that 12 non-teaching staff are sufficient to meet out with existing workload of STC/Ajmer and 07 posts of non-teaching staff have been considered surplus and advised to surrender forthwith.</p>	5.1	Director/STC/All
2.	<p>02 posts of Hammals, 02 posts of safaiwala and 01 post of bus cleaner which were considered surplus have been advised to utilize as General Assistant for day to day up keeping of linen and other work of STC/Hostels. Building of another Hostel is under construction and soon will start functioning, thus it will be essential to manage services there too. Therefore it is being advised that 04 staff to be utilized in El roster round the clock at both hostel and 01 staff utilized as LR/RG.</p>		
	<p>A suitable imprest may be created for carpentry work & touring/ sight visit of trainees to yard/workshops etc. against the 01 post of Carpenter and 01 post of Bus Driver considered surplus and the process of condemnation of bus should be initiated as per extant rules.</p>		

8.1 FINANCIAL IMPLICATIONS:

With the proposal for surrender of **07 posts** of Non-teaching staff of Supervisor Training School, Ajmer in mechanical department. The recurring savings per annum in money value amount is given as below:-

Sr. No.	Designation (Level)	Pay Band	Mean Pay	DA @ 17%	Total Pay	No. of posts	Total saving per month (Rs.)	Total saving per year (Rs.)
1.	Carpenter (L-4)	25500-81100	53300	9061	62361	01	62361	748332
2.	Bus driver (L-2)	19900-63200	41550	7064	48614	01	48614	583362
3.	Safaiwala/ Hammal (L-1)	18000 -56900	37450	6366	43816	05	219080	2628960
Total						07	330055	3960654

Total savings of **07 surplus posts** is **Rs. 39.60 Lakhs per annum** approximately

Note- The money value of **02 posts** of safaiwala has been utilized against creation for **01 revenue post** of TADK for Director/STC/All.