



भारत सरकार / GOVERNMENT OF INDIA
रेल मंत्रालय / Ministry of Railways
दक्षिण रेलवे / Southern Railway

प्रधानकार्यालय/ Headquarters Office,
Planning Branch,
चेन्नै - 600 003/Chennai - 600 003.

No.G.275/WSSR-21/2021/2020-21

Dated: 14.12.2020.

DRM / MAS

Sub : Work study to review the Staff Strength at SSE / Works / MPK-
MAS Division.

Ref: (1) SDGM's D.O. letter No.G.275/Annual Prog./2020-21
dated 20.08.2020.

(2) This Office letter of even No. dated 21.08.2020.

A work study on the above subject was conducted by Headquarters
Planning Branch and a report on the same is attached.

As the report is to be finalized within eight weeks, it is requested to take
expeditious action and advise this office in this regard.

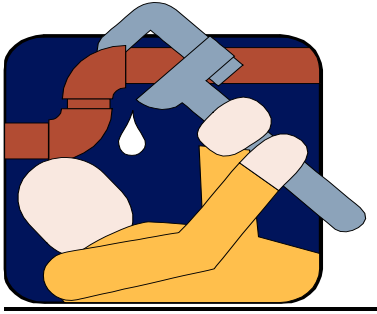
A copy of the work study report may be given to organized labour.

This has the approval of SDGM.

(D. JAYARAMAN)
Dy. Chief Planning Officer
for Senior Deputy General Manager.

Copy to: PCE/MAS
(Encl: One copy of the study report)

The Director (E&R)/Rly.Bd/NDLS for information.
(e - copy of the study report)



No. G.275/WSSR-212021/2020-21

**WORK STUDY TO REVIEW THE STAFF
STRENGTH OF SSE / WORKS/MPK
CHENNAI DIVISION**

SOUTHERN RAILWAY

PLANNING BRANCH

G.275 / WSSR-212021 / 2020-21

**WORK STUDY TO REVIEW
THE STAFF STRENGTH OF
SSE / WORKS/MPK
CHENNAI DIVISION**

STUDIED BY

**WORK STUDY TEAM
OF
PLANNING BRANCH**

DECEMBER 2020



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(i)
ACKNOWLEDGEMENT

Work Study team conveys its sincere thanks to ADEN/Bldg/II/MAS (Co-ordinating Officer) and SSE/W/MPK (Co-ordinating Supervisor) for rendering co-operation in conducting and completion of the study in time.

(ii)
AUTHORITY

Annual Programme of Work studies approved by SDGM for the year 2020-21.

(iii)
TERMS OF REFERENCE

Work Study to review the staff strength of SSE/Works/MPK - MAS Division.

(iv)
METHODOLOGY

The following methodology has been adopted while conducting the work study:

- 1) Collection of data.
- 2) Interaction with Field Officials.
- 3) Assessment based on Need base on the lines of outsourcing activities.

❧❧❧

(iv)

REVISED SUMMARY OF RECOMMENDATIONS

The following vacant posts mentioned in the table is found excess to the requirement, the same may be surrendered and credited to the vacancy Bank.

(Total 51 Posts)

Sl. No.	Designation	Grade pay Rs./Level	Surplus
1	Brick layer/Tech II	2400/3	3
2	Carpenter/Tech II	2400/3	3
3	Carpenter/Tech III	1900/2	3
4	Painter/Tech III	1900/4	2
5	Plumber/Tech II	1900/2	1
6	Tinker/Tech II	2400/3	1
7	Tinker/Tech I	2800/4	2
8	Caneman/Tech II	2400/3	2
9	NA Khalasi	1800/1	11
10	Artizan Mate	1800/1	2
11	Care taker	1900/2	3
12	Hammerman	1800/1	1
13	Colony gangman	1800/1	2
14	Drainage khalasi	1800/1	2
15	Lascar	1800/1	1
16	Material chaser	1900/2	1
17	Mali	1800/1	5
18	Safaiwala	1800/1	2
19	Store watchman	1800/1	4
TOTAL			51



CHAPTER – I**1.0 INTRODUCTION:**

1.1 The Engineering Department is one of the major departments in Indian Railways both in terms of activities and man power. The construction and maintenance of track including bridges, buildings, roads, sewage system, water supply, manufacturing of products required for the above in the workshops are the main activities of this branch.

1.2 Use of concrete in Railways:

The use of concrete has increased in Railways in every fields due to its,

- (1) Superior strength and reliability
- (2) Necessity for lesser maintenance
- (3) Safe against fire, corrosion, termites etc
- (4) Advancements in concrete technologies
- (5) Facility for prefabrications
- (6) Easy availability of materials required
- (7) Less affected by rain and shine.

1.3 The scarcity of wood and the need to stick to environmental Friendliness is another factor to switch over to concrete.

Concrete is now widely used for

- (a) Sleepers
- (b) Pipelines
- (c) Bridge girders
- (d) Buildings
- (e) Pavement slabs
- (f) Concrete posts and pillars

1.4 Works wing of Civil Engineering department plays a key role in the maintenance of station buildings, service buildings, residential buildings, water lines, drainage & sewage system and approach roads. Besides this supply of water, maintenance of bridges, FOB, gardens etc are also coming under the purview of SSE/Works.

- 1.5 Since the above activities have a direct bearing on the output, efforts are required to keep the organization active, quick responding with quality and economy in operations.
- 1.6 The study with regard to review the staff strength of SSE/W/MPK comes under the Civil engineering department of Chennai division of Southern Railway.
- 1.7 The analysis is done based on the present system of working and the methodology of arriving at the manpower requirement is detailed in the subsequent chapters.



CHAPTER – II**2.0 PRESENT SCENARIO**

2.1 The unit of SSE/Works/MPK is under the direct control of ADEN / Buildings - II/MAS.

2.2 The areas covered under the unit of SSE/W/MPK is as mentioned below which is managed by either SSE or JE.

- Chennai Central station (MAS)
- Moore Market Complex (MMC)
- HQ & NGO Annex
- Chennai Park station (MPK)
- Chennai Fort station (MSF)
- Chennai Beach station (MSB)
- Basin Bridge Watering (BBQ)

2.3 Major works involved in the Works unit is as below:

- i) Inspection and maintenance of residential, Station and service buildings, approach roads, water & drainage lines and sewage system, bridges.
- ii) Accountal and periodical verification of Stores and Tools & Plants.
- iii) Maintenance of land boundaries as defined.
- iv) Removal of encroachments in his jurisdiction.
- v) Afforestation and other horticulture works.
- vi) Certification of bills produced by the Agencies in regard to zonal contract works.
- vii) Water supply, regulation and maintenance of pumping system.
- viii) Attending the complaints in respect to non-supply of water, leakage, drainage problems.

2.4 In this unit, 43 staff is working against the sanctioned strength of 115. This includes 5 supervisory staff in the capacity of SSE allotted for Special works. The Scale Check of this Unit is placed as **Annexure – I**.

2.5 *Nature of Work:*

Duties are allotted to Artizans and Helpers depending upon the jobs and the complaints received. Based on the nature of work and type of work, the staff collects the required material from the stores and proceeds to the work spot to attend the allotted works.

In addition to the above, the staff has to attend emergency calls and complaints received from the officers through phone and on the inspection notes of the officers.

2.6 *Duty Hours:*

SE/W/MPK Depot functions from 08.00 to 12.00 hours and 13.00 to 17.00 hours daily except on Sundays.

2.7 *Vacancy Statement of SSE/W/MPK Unit:*

Sl. No.	Designation	Sanction	Actual	Vacant	Excess
1	SSE	4	7	0	3
2	JE	2	3	0	1
3	OS	1	1	0	0
4	Sr.Tech/Bricklayer	2	2	0	0
5	Tech I/Bricklayer	6	1	5	0
6	Tech II/Bricklayer	5	0	5	0
7	Tech III/Bricklayer	4	0	4	0
8	Sr.Tech/Blacksmith	0	1	0	1
9	Tech I/Blacksmith	2	1	1	0
10	Tech II/Blacksmith	1	0	1	0
11	Sr.Tech/Carpenter	1	2	0	1
12	Tech I/Carpenter	8	3	5	0
13	Tech II/Carpenter	4	0	4	0
14	Tech III/Carpenter	3	0	3	0
15	Sr. Tech/Painter	1	2	0	1

16	Tech I/Painter	2	1	1	0
17	Tech II/Painter	2	0	2	0
18	Tech III/Painter	2	0	2	0
19	Sr. Tech/Plumber	1	1	0	0
20	Tech I/Plumber	4	1	3	0
21	Tech II/Plumber	2	2	0	0
22	Tech III/Plumber	2	0	2	0
23	Helper/Plumber	0	2	0	2
24	Sr.Tech/Tinker	1	0	1	0
25	Tech I/Tinker	2	0	2	0
26	Tech II/Tinker	1	0	1	0
27	Sr.Tech/Caneman	0	1	0	1
28	Tech I/Caneman	2	0	2	0
29	NA Khalasi	19	5	14	0
30	Peon	1	1	0	0
31	Artizan mate	2	0	2	0
32	Care taker	3	0	3	0
33	Hammerman	1	0	1	0
34	Colony Gangman	2	2	0	0
35	Drainage Khalasi	3	1	2	0
36	Lascar	1	0	1	0
37	Store watchman	6	0	6	0
38	Mali	5	0	5	0
39	Material chaser	1	0	1	0
40	Safaiwala	2	0	2	0
41	NA Trainee	4	2	2	0
42	SNP/Carpenter	0	1	0	1
TOTAL		115	43	83	11

2.8 Deployment of staff:

Sl. No	Sub-Unit	No. of staff
1	Chennai Central (MAS)	8
2	Moore Market Complex (MMC)	5
3	New General Office (NGO) & HQ	7
4	Chennai Park (MPK), Chennai Fort (MSF) & Chennai Beach (MSB)	14
5	Basin Bridge Junction (BBQ)	4
6	Special Works	5
Total		43

2.9 Details of Ongoing Zonal contract works (2019-20)

Name of work	LOA No.	Amount in Rs. (Billed)	Name of the Agency (S/Shri)
Maintenance of all buildings and roads in NGO	329/B/MAS dt. 05.12.2019	47,51,995	V. Rajkumar
Maintenance of all buildings and roads in MSB, MSF, MPK and Island Exhibition ground	330/B/MAS dt. 05.12.2019	68,19,144	Shanthakumar
Maintenance of station and service building, old concourse, circulating area, road, parcel office drains, platform No. 1 to 7, water supply pipeline arrangements carriage watering	317/B/MAS dt. 22.11.2019	56,77,385	P.Mutaiah
Maintenance of station New concourse building P.F. No. 8 to 11, circulating area, road, maintenance of water supply arrangements from TVT Dog kennel GLR to BBQ yard water supply pipe	318/B/MAS dt. 22.11.2019	21,38,809	P.Mutaiah

Maintenance of all building and roads in Chennai Moore market complex including suburban building in Ashok Vihar RPF hostel and running room.	25/B/MAS dt. 26.02.2020	1,45,50,566	Shri. K. Sathish
Maintenance of all buildings and road in NGO Annexe	316/B/MAS dt. 22.11.2019	4,927,644	N. Kannan
TOTAL		3,88,65,543	

2.10 Details of ongoing Special Works LAW/DWP/REVENUE:

Name of work	LOA No.	Amount in Rs. (Billed)	Name of the Agency
Sr. DEN / Metro.Building./ MAS Jurisdiction-Elimination of deficiencies in MEA at various stations in ADEN/ II/ Bldg / MAS sub division	No. 26/B/MAS dt. 26.02.2020	23,24,130	M/s K.Satish
Extension of platforms at MMC & MPK stations	No. 299/B/MAS dt. 07.11.2019	13,98,007	M/s K.Satish
NGO Annexe (Adams Park Building) Provision of Modular furniture arrangements, DRM/ADRM chambers and construction of Toilet block at Sir Adam`s park	No. 104/ Bldgs / MAS dt. 04.04.2019	40,25,644	M/s Civicons
Sr.DEN/Metro/MAS jurisdiction-Provision of MEA including facilities dor Divyang persons	No.300/B/MAS dt. 07.11.19	12,71,324	M/s Civicons
Chennai Central (NSG 1) Improvement to platform surfaces.	No. 05/ Bldgs/ MAS dt. 21.01.2020	2,36,43,301	M/s Veyem Engg. services.
Chennai central – Repairs to platform gutter and roofing sheets of PF. No. 8 & 9	No. 97/ Bldgs / MAS dt. 29.03.19	82,78,526	Srilakshmi Industries
Chennai central – Repairs to Platform surfaces and structures of PF. No. 8 & 9	No. 103/B/MAS dt. 04.04.2019	1,56,25,085	M/s Sri Balaji Enterprises

Chennai central – Conversion of existing service building into Booking office at Walltax road entry and repairs to approach road from 120 bed running room to Moore Market complex including drainage arrangements.	No.159/B/MAS dt. 17.05.2019	1,25,44,902	D. Balaji
Chennai Central – Repairs to existing service building.	No. 102/B/MAS dt. 17.5.2019	24,00,948	M/s Infra project
Moore Market Complex – Essential urgent repair works to MMC premises at Chennai central station for a period of one year.	No. 199/B/MAS dt. 10.07.2019	34,95,207	M/s R.V. Constructions and Earth Movers.
Housekeeping and Maintenance of Rail House at Sterling Garden/NBK, Officer`s Rest House at MMC, Tiruvallikeni and Egmore stations, Senior Supervisors Rest House at Egmore for a period of two years.	LOA No. M/W. 496/B /775 dt. 29.05.2019	67,23,339	M/s. Krystal Integrated Services Pvt Ltd.
Basin Bridge – Repairs to pumping main from sick line at TNPM to TNPM cabin in JE/W/BBQ	No. 203/B/MAS dt. 19.07.2019	2,03,37,475	M/s Kishore Baskar
TOTAL		10,20,67,888	

3.0 CRITICAL ANALYSIS

3.1 The repairs and maintenance of service buildings, staff quarters, major works like drainage and septic tank cleaning, water proofing of leaky roof surface including Tiled buildings, maintenance of sewer lines, brick floor, wood works, cement concrete works, white washing of building and leveling of floor area are already outsourced and only petty works are carried out departmentally.

3.2 Works carried out by the Agencies in general:

- Dismantling of ceiling files and broken pieces of surki.
- Providing Surki concrete and laying of files..
- Dismantling of compound wall, earth work and concrete.
- Construction of new compound wall.
- Dismantling of flooring and re flooring.
- Renewal of damaged sewer lines and pipe lines.
- Construction of petty GLRs.
- Supply of stores material for departmental work.
- Replacement of damaged/worn out windows and doors.
- Repairs to colony roads and approach roads.
- Clearing of vegetation and shrubs.
- Maintenance of shelter terrace
- Repair to platform shelter and platform paving.
- House keeping and hospitality services including periodical whitewashing.

3.3 The yardstick prescribed by Railway Board is applicable only when all the works are carried out by the staff of SSE/Works. But, the major works in Service and Residential buildings are being carried out through the zonal contract/Special Works.

3.4 It is also observed that day to day maintenance activities and complaints of petty nature cannot be attended with Zonal contract, since USSOR (Unified Standard Schedule of Rates) is not comprehensive covering all such activities

as far as SSE/Works concerned and zonal contractors are reluctant to attend small day to day work/emergency complaints even though covered under USSOR.

- 3.5 On perusal of Complaints register and Duty allocation register, it is noted that the nature of complaints are roof leakage, flooring problem, door / window repair, pipeline problem etc., only and no man is allotted for road maintenance, drainage maintenance and bridge works. No sanction exists for operation of valve man and existing plumbers are being utilized as valve man. Distribution of work is based on complaints and only minor patch works are being attended by the staff of SSE/Works. Hence requirement of staff is centered around for water supply and attending sewage work only.

3.6 CHENNAI CENTRAL (MAS)

Buildings and Platform Maintenance

Plinth area of Station buildings, other service buildings and Platform area (covered & uncovered) are converted into 'Equated Plinth Area' (EPA) by adopting the weightage described for each of them is as given under:

Sl. No.	Category	Plinth Area (Sq.m)	Weightage	Equated Plinth Area (Sq.m)
1.	Service buildings	11461.00	0.7	8022.70
2.	PF Covered	32332.57	0.3	9699.77
3.	PF Uncovered	5663.61	0.1	566.36
TOTAL				18288.83

As per the yardstick for maintenance of buildings, one staff is required for every 1550 Sq.m including LR.

Total EPA of Buildings = 18288.83

(ie) No. of staff required = $18288.83 \div 1550 = 11.79$

Say 12 staff

Road Maintenance

The yardstick for maintenance of roads is for every 5 km, one staff is required including LR.

Total Length of roads = 2.00 Km

So, No. of staff required = $2.00 \div 5 = 0.4$ **Say 1 staff.**

Water Pipelines maintenance

Supply of water to the service buildings and maintenance of the pipelines are done by SE/W/MAS.

Length of pipelines maintained = 6 km

As per the yardstick, 1 Artisan and 2 Khalasis are required for every 10 km

For 6 km = $(6 \div 10) \times 3 = 1.8$ **Say 2 staff**

Drainage Maintenance

The length of Drainage pipelines maintained = 2km

As per the yardstick 1 Artizan + 2 Khalasis are required to maintain 5 km of drainage pipelines.

So, No. of staff required : $(2 \div 5) \times 3 = 1.2$ say **2 staff**

SUMMARY OF ARTISAN STAFF REQUIREMENT AT MAS

Sl. No.	Category	Requirement of staff
1.	Buildings and Platform maintenance	12
2.	Roads Maintenance	1
3.	Water pipelines Maintenance	2
4.	Drainage Maintenance	2
TOTAL		17

Distribution of work is based on complaints and only minor patch works are being attended by the staff of SSE/Works. Hence requirement of staff is centered around for water supply, minor sewage works and minor patch works.

Moreover, Minor span Bridge work is done by SSE/Bridges and in case of emergency, the works are carried out by the Works unit staff as per the instructions from the higher officials. Since the yardstick doesn't commensurate with the present workload, the requirement is arrived on Need base as the existing staff strength is more than sufficient when compared to the workload.

3.7 MOORE MARKET COMPLEX (MMC)

Buildings and Platform Maintenance

Plinth area of Station buildings, other service buildings and Platform area (covered & uncovered) are converted into 'Equated Plinth Area' (EPA) by adopting the weightage described for each of them is as given under:

Sl. No.	Category	Plinth Area (Sq.m)	Weightage	Equated Plinth Area (Sq.m)
1.	Service buildings	27381.69	0.7	19167.18
2.	PF Covered	7493	0.3	2247.09
TOTAL				21414.27

As per the yardstick for maintenance of buildings, one staff is required for every 1550 Sq.m including LR.

Total EPA of Buildings = **21414.27**

(ie) No. of staff required = **21414.27** ÷ 1550 = 13.81

Say 14 staff

Roads Maintenance

The yardstick for maintenance of roads is for every 5 km, one staff is required including LR.

Total Length of roads = 0.31 km

So, No. of staff required = 0.31 ÷ 5 = 0.062 **Say 1 staff.**

Water Pipelines maintenance

Supply of water to the service buildings and maintenance of the pipelines are done by SE/W/MAS.

Length of pipe lines maintained = 1.13 km

As per the yardstick, 1 Artisan and 2 Khalasis are required for every 10 km

For 1.13 km = $(1.13 \div 10) \times 3 = 0.34$ **Say 1 staff**

Drainage Maintenance

The length of Drainage pipelines maintained = 0.41 km

As per the yardstick 1 Artizan + 2 Khalasis are required to maintain 5 km of drainage pipelines.

So, No. of staff required = $(0.41 \div 5) \times 3 = 0.25$ **(Say 1 staff)**

SUMMARY OF ARTISAN STAFF REQUIREMENT AT MMC

Sl. No.	Category	Requirement of staff
1.	Building and Platform maintenance	14
2.	Road Maintenance	01
3.	Water Pipelines Maintenance	01
4.	Drainage Maintenance	01
TOTAL		17

3.8 NEW GENERAL OFFICE (NGO) & HEAD QUARTERS (HQ)

This unit caters to the service buildings of NGO, NGO Annexe, Canteen building, Adams Park building, Substation building, Health unit and Repeater station.

Building Maintenance

Plinth area of service buildings is converted into 'Equated Plinth Area' (EPA) by adopting the weightage as given under:

Category	Plinth Area (Sq.m)	Weightage	Equated Plinth Area (Sq.m)
Service buildings	23735.50	0.7	16614.85
TOTAL			16614.85

As per the yardstick for maintenance of buildings, one staff is required for every 1550 Sq.m including LR.

Total EPA of Buildings = **16614.85**

(ie) No. of staff required = **16614.85** ÷ 1550 = 10.7

Say 11 staff

Roads Maintenance

The yardstick for maintenance of roads is for every 5 km, one staff is required including LR.

Total Length of roads = 0.49 Km

So, No. of staff required = 0.49 ÷ 5 = **Say 1 staff**

Water Pipelines Maintenance

Length of pipe lines maintained = 7.67 Km

As per the yardstick, 1 Artisan and 2 Khalasis are required for every 10 km

For 7.67 km = (7.67 ÷ 10) x 3 = 2.30 **Say 3 staff**

Drainage Maintenance

The length of Drainage pipelines maintained = 2.33 Km

As per the yardstick 1 Artizan + 2 Khalasis are required to maintain 5 km of Drainage pipelines.

So, No. of staff required: (2.33 ÷ 5) x 3 = 1.39

Say 2 staff

SUMMARY OF ARTISAN STAFF REQUIREMENT AT NGO

Sl.No.	Category	Requirement of staff
1.	Building maintenance	11
2.	Road Maintenance	01
3.	Water pipelines Maintenance	03
4.	Drainage Maintenance	02
TOTAL		17

3.9 CHENNAI PARK, FORT & BEACH STATIONS (MPK, MSF & MSB)

Buildings and Platform Maintenance

Plinth area of Residential buildings, Station buildings, other service buildings and Platform area (covered & uncovered) are converted into 'Equated Plinth area' (EPA) by adopting the weightage described for each of them.

Sl. No.	Category	Plinth Area (Sq.m)	Weightage	Equated Plinth area (Sq.m)
1.	Residential Buildings	210.00	1	210.00
2.	Service buildings	4195.74	0.7	2937.02
3.	PF Covered	16545.00	0.3	4963.50
TOTAL				8110.52

As per the yardstick for maintenance of Buildings, one staff is required for every 1550 Sq.m including LR.

Total EPA of Buildings = 8110.52

No. of staff required = $8110.52 \div 1550 = 5.23$ **Say 6 staff**

Roads and FOBs Maintenance

The yardstick for maintenance of roads and FOBs is for every 5 km, one staff is required including LR.

Total Length of roads & FOBs = 0.310 km

So, No. of staff required = $0.310 \div 5 = 0.062$ **Say 1staff.**

Water pipelines maintenance

Supply of water to the residential and service buildings and maintenance of the pipelines are done by SE/W/MPK

Length of pipelines maintained = 1.86 km

As per the yardstick, 1 Artisan and 2 Khalasis are required for every 10 km

For 1.86 km = $(1.86 \div 10) \times 3 = 0.058$ **Say 1 staff**

Drainage Maintenance

The length of Drainage pipelines maintained = 0.5 km

As per the yardstick 1 Artizan + 2 Khalasis are required to maintain 5 km of drainage pipelines.

So, No. of staff required: $(0.5 \div 5) \times 3 = 0.3$ Say **1 staff**

SUMMARY OF ARTISAN STAFF REQUIREMENT AT MPK, MSF & MSB STATIONS

Sl. No	Category	Requirement of staff
1.	Buildings and Platform maintenance	06
2.	Road Maintenance	01
3.	Pipelines Maintenance	01
4.	Drainage Maintenance	01
TOTAL		09

3.10 Basin Bridge (BBQ):

The activity involved in BBQ is watering of carriages with a provision of 87 valves in various locations viz., Dog Kennel/TVT, KOK, BBQ, BBQ yard and MAS/PF. With regard to number of complaints, it is 15 on an average.

The water received from Metro water is stored in the 2 GLRs located at Dog Kennel/TVT with a storage capacity of 30,00,000 and 15,00,000 litres. From TVT water is pumped to Old & New GLRs at BBQ, KOK, Veysarpadi and RPF/Barracks.

The water management is maintained throughout a length of 17,45,000 mts in Main line, 1765 mts in Branch line with distribution pipe line with a length of 11,000 mts.

Earlier, the Valve operation was carried out by the Department staff and the entire activity is presently outsourced and the utilization of staff in this area was 24 and now it is 4.

Total staff engaged before outsourcing was 24.

3.11 OVERALL SUMMARY OF ARTISAN STAFF (Based on Yardstick)

Sl. No.	Sub-unit	Requirement of staff
1.	Chennai Central (MAS)	17
2.	Moore Market Complex (MMC)	17
3.	New General Office (NGO) & HQ	17
4.	Chennai Park (MPK), Chennai Fort (MSF) & Chennai Beach (MSB)	09
5.	Valve operations	24
TOTAL		84

As per Railway Board's letter No. 11-2019/SPMPS/Yardstick/2 dated 30.06.2020, the yardstick / norms of various O&M activities across all Departments on the Railways stand reduced by 15% on as is where basis as an Interim measure with effect from 01.07.2020.

This will however not be applicable to Electrical, Mechanical and Accounts Department, where the revised Yardsticks have already been issued in September 2019. (Annexure - I).

Then the Total requirement of 84 indicated in the Table 3.11 will be $(84 \times 15\% = 12.6 \text{ say } 13) = 84 - 13 = \mathbf{71}$.

The yardstick prescribed by Railway Board is applicable when all the works are carried out by the staff at Works Branch. But almost all the major works of service buildings / station buildings, platforms and maintenance of water & drainage pipelines are carried out through the Zonal Contract.

The maintenance/repair works attended through Zonal/Special Works Contract at various places in this jurisdiction for the period of one year (2019-20) is analyzed.

3.12 Accordingly, 30% of the total amount spent on Contract works is taken as Labour cost and is equated to the salary of Technician Gr.III which is detailed below.

The amount spent on Contract works
(Zonal/Special Works) : Rs. 14, 09,33,431/year
(Ref. para 2.9 & 2.10)

Labour component @30% on the
Above works : Rs. 4,22,80,029/year

Amount spent on contract works/month : Rs. 35,23,336

Money Value of a Technician in Grade III
(Mean Pay + DA @17%) : Rs. 48,614

Deduction of labour cost on Contract
works equated to number of persons : 35,23,336 /48,614
72.47 **say 72 staff**

Sanctioned strength = 115

Deduction of equated staff on account
of contract works. = 72

Net requirement = 43

Also as on August 2020, the Actual staff strength is 43 leaving behind a vacancy of 72 as against the sanctioned strength of 115. Considering the exigency works in the area of Water/sewerage and also considering the importance of proper maintenance of the GM's Administrative Building, NGO Annex & MMC complexes, and also to meet out any unforeseen situations, additionally 14 staff are permitted in the requirement and the same is revised as 43+14= 57.

The distribution of the existing staff can be as per the convenience of the administration.

3.13 Sanction Vs Requirement

Sanction	Actual	Requirement	Surplus
115	43	57	58

RECOMMENDATION:

Fifty eight posts in various grades is found excess to the requirement, the same may be surrendered and credited to the Vacancy Bank as detailed below:

(TOTAL – 58 Posts)

CHAPTER – IV**4.0. PLANNING BRANCH REMARKS ON CO-ORDINATING OFFICER'S VIEWS/COMMENTS.**

- 4.1 The Draft Work Study report was handed over in person on 14/09/2020 as also through e-office on 11/09/2020 to ADEN/Bldg/II (Co-ordinating Officer) Identifying a surplus of 58 posts in various categories.

A reminder was sent through e-office on 29/09/2020 to offer the Division`s remarks. As per extant instructions, a period of 15 days is stipulated to offer the views/comments on the Draft Work study report. Till date no views has been received despite repeated reminders over phone.

- 4.2 In the meanwhile, the Division has surrendered 117 non-safety posts over Chennai division without Pinpointing Vide Memorandum No. M/P(W)135/IV/surrender of posts dated 06.08.2020. It is ascertained now from the Sr.DEN/O/MAS that, 7 posts in various categories pertaining to SSE/W/MPK depot were pinpointed for surrender out of the total 117 posts.

- 4.3 Hence the final work study report is released without the views of the Coordinating officer duly deducting the revised pinpointing of 7 posts from the Sanctioned strength.

It is ascertained that the posts pinpointed for surrender are as follows.

Sl. No.	Category	Number of posts pinpointed
1	NA Khalasi	1
2	Plumber Gr. II	1
3	Plumber Gr. III	1
4	Carpenter Gr. II	2
5	Bricklayer Gr. I	2
Total		7

4.4 Revised SAVE Statement of SSE/W/MPK Unit:

Sl. No.	Designation	Sanction	Actual	Vacant	Excess
1	SSE	4	7	0	3
2	JE	2	3	0	1
3	OS	1	1	0	0
4	Sr.Tech/Bricklayer	2	2	0	0
5	Tech I/Bricklayer	4	1	3	0
6	Tech II/Bricklayer	5	0	5	0
7	Tech III/Bricklayer	4	0	4	0
8	Sr.Tech/Blacksmith	0	1	0	1
9	Tech I/Blacksmith	2	1	1	0
10	Tech II/Blacksmith	1	0	1	0
11	Sr.Tech/Carpenter	1	2	0	1
12	Tech I/Carpenter	8	3	5	0
13	Tech II/Carpenter	2	0	2	0
14	Tech III/Carpenter	3	0	3	0
15	Sr. Tech/Painter	1	2	0	1
16	Tech I/Painter	2	1	1	0
17	Tech II/Painter	2	0	2	0
18	Tech III/Painter	2	0	2	0
19	Sr. Tech/Plumber	1	1	0	0
20	Tech I/Plumber	4	1	3	0
21	Tech II/Plumber	1	2	0	1
22	Tech III/Plumber	1	0	1	0
23	Helper/Plumber	0	2	0	2
24	Sr.Tech/Tinker	1	0	1	0
25	Tech I/Tinker	2	0	2	0
26	Tech II/Tinker	1	0	1	0
27	Sr.Tech/Caneman	0	1	0	1
28	Tech I/Caneman	2	0	2	0
29	NA Khalasi	18	5	13	0
30	Peon	1	1	0	0

31	Artizan mate	2	0	2	0
32	Care taker	3	0	3	0
33	Hammerman	1	0	1	0
34	Colony Gangman	2	2	0	0
35	Drainage Khalasi	3	1	2	0
36	Lascar	1	0	1	0
37	Store watchman	6	0	6	0
38	Mali	5	0	5	0
39	Material chaser	1	0	1	0
40	Safaiwala	2	0	2	0
41	NA Trainee	4	2	2	0
42	SNP/Carpenter	0	1	0	1
TOTAL		108	43	77	12

4.5 Overall Revised Sanction Vs Requirement:

Sanction	Actual	Requirement	Surplus
108	43	57	51

Revised Recommendation:

51 posts in various categories detailed below are found excess to the requirement, the same may be surrendered and credited to the Vacancy Bank.

Sl. No.	Designation	Grade pay Rs./ Level	Surplus
1	Brick layer/Tech II	2400/3	3
2	Carpenter/Tech II	2400/3	3
3	Carpenter/Tech III	1900/2	3
4	Painter/Tech III	1900/4	2
5	Plumber/Tech II	1900/2	1

6	Tinker/Tech II	2400/3	1
7	Tinker/Tech I	2800/4	2
8	Caneman/Tech II	2400/3	2
9	NA Khalasi	1800/1	11
10	Artizan Mate	1800/1	2
11	Care taker	1900/2	3
12	Hammerman	1800/1	1
13	Colony gangman	1800/1	2
14	Drainage khalasi	1800/1	2
15	Lascar	1800/1	1
16	Material chaser	1900/2	1
17	Mali	1800/1	5
18	Safaiwala	1800/1	2
19	Store watchman	1800/1	4
TOTAL			51

CHAPTER – V**5.0. FINANCIAL SAVINGS**

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

Sl. No.	Designation	Grade pay /Level	Number of posts	Money value	Annual Financial savings
1	Bricklayer/Tech II	2400/3	3	62361	22,44,996
2	Carpenter/Tech II	2400/3	3	62361	22,44,996
3	Carpenter/Tech III	1900/2	3	48614	17,50,104
4	Painter/Tech III	1900/2	2	48614	11,66,736
5	Plumber/Tech II	2400/3	1	71078	8,52,936
6	Tinker/Tech II	2400/3	1	62361	7,48,332
7	Tinker/Tech I	2800/4	2	71078	17,05,872
8	Caneman/Tech I	2800/4	2	71078	17,05,872
9	NA Khalasi	1800/1	11	43817	57,83,844
10	Artizan Mate	1900/1	2	48614	11,66,736
11	Caretaker	1900/2	3	48614	17,50,104
12	Hammerman	1800/1	1	43817	5,25,804
13	Colony gangman	1800/1	2	43817	10,51,608
14	Drainage Khalasi	1800/1	2	43817	10,51,608
15	Lascar	1800/1	1	43817	5,25,804
16	Material chaser	1900/2	1	48614	5,83,368
17	Mali	1800/1	5	43817	26,29,020
18	Store watchman	1800/1	4	43817	21,03,216
19	Safaiwala	1800/1	2	43817	10,51,608
TOTAL			51		3,06,42,564

ANNEXURE-J

SCALE CHECK OF SSE WORKS/MAS @ MPK FOR THE MONTH OF JULY - 2020 / UNIT NO.0602-303								
Sl No	DESIGNATION	NAME OF THE STAFF	RATE OF PAY	LEVEL	SANCTIONED	ACTUAL	VACANCY	EXCESS
1	SSE WORKS MPK	R. ILBA ARMSTRONG ✓	66000	7	4	5	0	1
2	SSE WORKS NGO	P. RAGHU ✓	66000	7				
3	SSE WORKS DDC	RAJESH KUMAR JELW		6				
4	SSE WORKS MAS	R. RAMESH JELW	50500	6				
5	SSE WORKS MAS	KUMMALA MOHAN JELW	43300	6				
SSE SPECIAL WORKS		C. RAJA GOPAL		7	2	5	0	3
		BACHU MOSES CHINNI	76500	8				
		V. SATHISH KUMAR	44900	7				
		R. GURU PRASAD	66000	7				
		M. SYED IBRAHIM	83600	8				
6	SSC WORKS MPK	S. MANOH	37600	6	1	1	0	-
SSC SPECIAL BRICK LAYER		C. GAJENDRAN	58600	5	2	2	0	
		D. MURALI KRISHNAN	43600					
7	SSC TECH. BRICK LAYER	K. NARAYANAN	38100	5	0	1	5	0
8	SSC TECH. BRICK LAYER				5	0	5	0
9	SSC TECH. II LAYER				4	0	4	-
10	SSC TECH. I BLACK SMITH	C. SELVA KUMAR	58600	6	0	1	0	-
11	SSC TECH. II BLACK SMITH	G. MANI	37000	5	2	1	1	-
SSC TECH. III BLACK SMITH					1	0	1	-
		S. SRINIVASAN	52000	6	1		0	1
12	SSC TECH. CARPENTER	P. VIJAYA KUMAR	37600					
SSC TECH. CARPENTER		C. ELLA MUTHU	37000	5	8	1	8	
		S. KUMAR	37000					
		T. MOHAN BABU						
13	SSC TECH. II CARPENTER				4	0	4	0
14	SSC TECH. III CARPENTER				3	0	3	-
SSC TECH. PAINTER		M. SELVARAJ	42300	6	1	2	0	1
		V. RAMESH	42300					
15	SSC TECH. PAINTER	K. VENKATESWARA RAO	40400	5	2	1	1	-
16	SSC TECH. II PAINTER				2	0	2	-
17	SSC TECH. III PAINTER				2	0	2	-
18	SSC TECH. I PLUMBER	SIDHU HANSDA	37600	6	1	1	0	-
19	SSC TECH. II PLUMBER	P. RAMANATHI	41600	5	4	1	3	-
SSC TECH. III PLUMBER		I. GOPI	32300	4	2	2	0	
		PINTU KUMAR	26300					
20	SSC PLUMBER HELPER			0	2	0	2	0
SSC PLUMBER HELPER		SUNARAM BASKEY		1	0	2	0	2
		D. JAYA PRAKASH	22800					
21	SSC TECH. TINKER				1	0	1	-

SCALE CHECK OF SSE/WORKS/MAS @ MPK FOR THE MONTH OF JULY - 2020 / B.UNIT NO. 0602-303								
Sl No	DESIGNATION	NAME OF THE STAFF	RATE OF PAY	LEVEL	SANCTIONED	ACTUAL	VACANCY	EXCESS
23	TECH TINKER	-	-	-	2	0	2	-
24	TECH TINKER	-	-	-	1	0	1	-
25	TECH CAME MAN	M SAVARI MITHU	58600	6	0	1	0	1
26	TECH CAME MAN	-	-	-	2	0	2	-
27	NON ARTIZAN KHALASI	SAYED JAVIED	20300	1	19	5	14	0
		U MANIVANNAN	20900	1				
		K VIJAYA KUMAR	-	1				
		S SANTHANAM	20300	1				
		D SHOBARANI	20300	1				
28	PEON	VIKASH KUMAR	-	1	1	1	0	0
29	POSTMAN	-	-	-	2	0	2	-
30	CART TAKER	-	-	-	3	0	3	-
31	HAMMER MAN	-	-	-	1	0	1	-
32	COMPOUND CAMEMAN	K SATHISH KUMAR	20900	1	2	2	0	0
		S SURESH	20900	1				
33	NON ARTIZAN TRAINEE	T RAMESH	20900	1	4	2	2	0
		R SHANKAR	-	1				
34	DRINAGS KHALASI	M MUNUSAMY	30200	2	3	1	2	-
35	LASCAR	-	-	-	1	0	1	-
36	STORE WALKMAN	-	-	-	6	0	6	-
37	MALI	-	-	-	2	0	2	-
38	MATERIAL CHASER	-	-	-	1	0	1	-
39	SAFARI WALK	-	-	-	2	0	2	-
40	SUPERNUMERARY POST	CKUMARAN	30500	1	0	1	0	1
41	GRAND TOTAL				115	13	83	11

Last Month	JUNE - 2020	73	SECTION - OUT - TEN
Current Month	JULY - 2020	43	SECTION - IN - NIL
Difference		10	DIFFERENCE - TEN

10 Staff Promoted as Jr.Clerk Further Transfer SSE/W/MPK to Sr.DPO/MAS/O as on

ANNEXURE II

GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
RAILWAY BOARD

No.11-2019/SPMPS/Yardstick/2

New Delhi, dated 30.06.2020

General Managers,
All Indian Railways/ PUs

Subj. Revision of Yardsticks/ Norms of various O&M activities on the Railways

Ref. Resolution of full Board Meeting dated

Consequent upon the directive from CRB in December, 2017, a comprehensive 'Manpower Strategy Note' was issued to all Zonal Railways in May, 2018. Key component of this strategy was the revision of Yardsticks/Norms of various activities on the Railways. Board in its Meeting held on 28.12.2017 decided that manpower yardsticks for various O&M activities of all departments may be reviewed on account of technological inputs, outsourcing, changes in maintenance practices.

2.0 Accordingly, in May, 2019 Zonal Railways were advised to undertake a Zero Based Review of yardsticks for all O&M activities. Based on the inputs, the detailed views were given for concluding the revision of Yardsticks. Final view has already been given on Yardsticks for Civil Engg (Trackmen), Medical, Accounts and Commercial Departments. However, the same, in r/o Civil Engg (Bridge & Works), S&T, Security, Stores, Operating, Personnel and other Miscellaneous Departments have not yet been finalized.

3.0 Pursuant to the decision taken by the Board in its meeting held on 29.06.2020, it has been decided that the Yardsticks/Norms of various O&M activities across all Departments on the Railways stand reduced by 15% on as is where basis as an interim measure w.e.f 01.07.2020. This will however not be applicable to Electrical, Mechanical and Accounts Departments where the revised Yardsticks have already been issued in September 2019.

4.0 The final Yardsticks/Norms for each discipline will be communicated subsequently with the approval of Board on case to case basis. This interim reduction will automatically get superseded once the final revision of Yardsticks/ Norms are issued.

5.0 The PCPO and PFA of concerned Zonal Railway/PU may accordingly revise the Yardsticks/Norms of various O&M activities across all Departments (except Electrical, Mechanical and Accounts) and communicate compliance to Planning Directorate.

This issues with the approval of full Board (ME, MTR, MRS/MMM, MST, MT, FC & CRB)

(Sudheer Kumar)

Additional Member (Planning)
Railway Board

Copy - CRB, ME, MT, MTR, MRS/MMM, MST, FC, DG/HR, Secy/RR, AM/Revenue

Civil Engg. norms

MT

Secy

Shri

MT