



**WORK STUDY TO REVIEW THE STAFF
STRENGTH OF Sr. SECTION ENGINEER/
WORKS AT PER -
CHENNAI DIVISION**

SOUTHERN RAILWAY - PLANNING BRANCH

**WORK STUDY TO REVIEW THE
STAFF STRENGTH AT
SENIOR SECTION ENGINEER/WORKS
PER- CHENNAI DIVISION**

**STUDIED BY
WORK STUDY TEAM
PLANNING BRANCH**

DECEMBER 2020

(i)
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(i)**ACKNOWLEDGEMENT**

The study team expresses gratitude to the Officer and staff of Engineering Branch of Chennai Division, ADEN/Metro/PER & Co-coordinating Officer, SSE/W/PER and his staff for providing valuable suggestions, assistance and necessary data to conduct and complete 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 at SSE/W/PER.

(iv)**METHODOLOGY**

The following methodology has been adopted while conducting the study.

1. Collection of recorded data
2. Discussion with Officers, Supervisors and other staff.
3. Application of yardstick issued by Railway Board, wherever applicable.

SUMMARY OF RECOMMENDATION

RECOMMENDATION:

23 Posts in various grades are found excess to the requirement and the same may be surrendered and credited to the Bank of Surplus Posts.

Sl. No.	Category	Grade Pay(Rs.)	No.of post
1	Sr Tech Tinker	4200	1
2	Tech -1 Tinker	2800	1
3	Tech-I Carpenter	2800	2
4	Tech –II Carpenter	2800	4
5	Tech –III carpenter	2400	1
6	Tech-I B/S	2800	2
7	Tech-II B/S	2400	1
8	Tech -1 B/L	2800	6
9	Tech -2 B/L	2400	2
10	Tech-I Plumber	2800	1
11	Tech-II Plumber	2400	1
12	N/A Khalasi	1800	1
Grand Total			23

Total No of posts: 23

CHAPTER – I**1.0 INTRODUCTION**

1.1 In Indian Railways, Works wing of Civil Engineering department plays a vital role for the maintenance of Station Buildings, Service Buildings, Residential Buildings, Water supply, Inspection of bridges and attention to them, periodical verification of stores, execution of all new buildings, maintenance of land boundaries, removal of encroachments, afforestation, other horticulture works and proper training to staff. Further duties are maintenance of sewage & drainage system and approach roads, etc. Also inspects and attend to foot paths and bridges, maintenance of substructure of minor as well as major bridges.

1.2 PERAMBUR

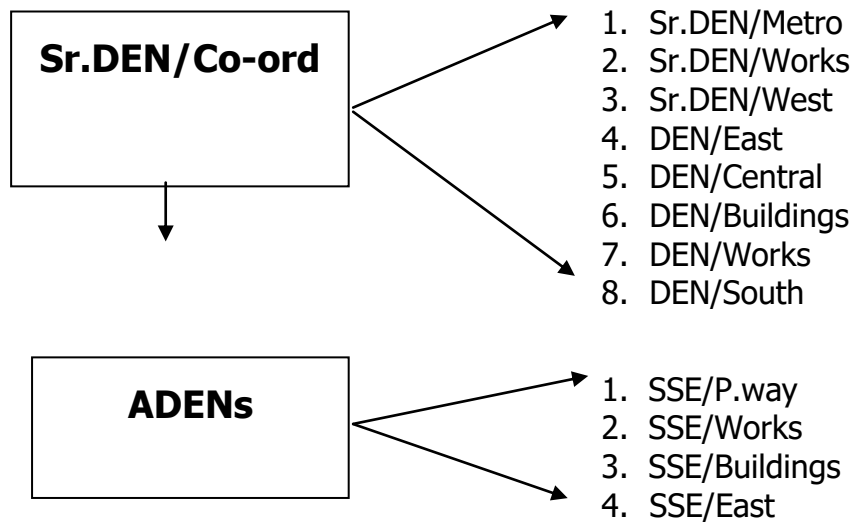
1.3 Development Plans have been finalised by the State government to build a Metro Rail phase II which connects to Madhavaram milk colony in the north and St Joseph college in the South (OMR) as a part of Chennai metro rail scheme.

1.4 The unit of SSE/Works/PER is within the overall control of Sr.DEN/Co.ord/MAS and under the control of ADEN/Metro/PER and SSE/W/PER. An analysis has been made to study the present system of working and the staff requirement has been arrived and is detailed in the subsequent chapters.

1.5 Indian Railways is a social welfare organization which adopts perceivable change in the attitude, style, execution, spirit of competition and consequent awareness in the organization. It is expected by the society not only for concession, maintenance of buildings and cultures with better standard but also effecting economy, durability, quality, better aesthetics and safety.

- 1.6 For which unified standard of rates and related uniform standard specification for uniform adoption on Indian Railways, for work activities will help in quick updating of location, computerized planning, estimation, contract finalization, execution of building and payment activities through online process.
- 1.7 SSE / Works / PER is the field unit for which SSE/Works/PER is responsible and functioning as Supervisory official under the administrative control of ADEN/Metro/PER. This unit is under one bill unit managed with one OS/PB.

The Organizational structure of the Works branch in Civil Engineering Department in a Division is shown diagrammatically as follows:



CHAPTER-II

2.0 PRESENT SCENARIO

2.1 The duties of SSE/Works pertaining to SSE/Works/PER (SSE/WORKS/RH/PER, SSE/W/MCPT (MRTS), and PWQ) are detailed in the various chapters of the Indian Railway Works Manual. The main duties include:

- Inspection and maintenance of Service buildings, staff quarters and other structures, Approach Roads, Water supply, drainage and sewage works.
- Inspection of bridge works as assigned.
- ✓ Execution of all new buildings/structural works.
- ✓ Accountal and periodical verification of stores and tools in his charge.
- ✓ Maintenance of land boundaries, as specified.
- ✓ Removal of encroachments at his headquarters and at other places in his jurisdiction as specified.
- ✓ Afforestation and other horticultural works.
- ✓ Ensuring proper training to the staff working under the administrative control, as provided in the training modules of the Civil Engineering Department.

2.2. Knowledge of Rules and Regulations:-

- ✓ SSE/Works shall be in possession of books, codes, manuals and compendium as prescribed.

- ✓ He shall be conversant with the rules, regulations and procedures contained in these books concerning his work.
- ✓ He shall also ensure that all staff working under him are conversant with the relevant rules and working methods and efficiently perform their duties. If not, he shall explain and educate them to achieve the objective.
- ✓ Co-ordination with Permanent Way, Bridge and other staff.
- ✓ The SSE/Works shall co-operate effectively with the Permanent Way, Bridge, Signaling, Electrical staff etc., where they are required to work jointly.

2.3 **Inspections:**

The most important inspections required to be carried out by SSE/Works are summarized below:

- ❖ SSE/Works shall systematically inspect all buildings and structures in his charge and record brief details of repairs to be undertaken as prescribed in the Works Manual.
- ❖ SSE/Works shall maintain petty repairs books at all station buildings and other important buildings as specified in the manual and shall check them during his inspections and ensure prompt action/repairs.
- ❖ He shall inspect bridge foundations and substructures.
- ❖ He shall have details of total requirement of water, sources of water and their yield, storage capacity and shortfall etc. along with complete water supply plans of yards and staff colonies in his charge.

- ❖ The SSE/Works shall also complete history and data of tube wells in his jurisdiction and ensure testing of yield of tube wells and other sources of water once every year in co-ordination with Electrical Department when sub-soil water is at its lowest and decide, according to the seasons, the time of pumping water. At wayside stations, monitoring of pumping hours shall be entrusted with station Master for effective control. He shall control distribution of water supply at main stations, while on way-side stations where engineering staff is not posted, the work may be assigned to pump drivers of Electrical/Mechanical Department.
- ❖ SSE/Works shall ensure cleaning of Overhead/Underground Storage tanks. He shall be responsible for the disinfectations of water supply wherever specified.
- ❖ SSE/Works shall inspect periodically sewerage and drainage system and ensure their efficient performance as prescribed in the Manual.
- ❖ SSE/Works shall periodically inspect land and land boundaries in his jurisdiction as detailed in the Manual and furnish necessary certificates to the Assistant Engineer.

2.4 **Execution of Works:**

- SSE/Works shall be personally responsible for the accruals setting out and execution of all works under his charge according to approved drawings and specifications. He shall plan every work, organize labour in an efficient manner and maintain detailed accounts of materials and tools received and issued. He shall exercise frequent checks on the quality and quantum of work being done in his charge and submit progress reports periodically as prescribed.

2.5 Measurement of Works:

- Every SSE/Works shall be responsible for proper measurement of contractual works as per powers delegated to him as per the Indian Railways Code for Engineering Department. He shall maintain movement registers of measurement Books and Standard Measurement Registers for Works.

Workload in this Works unit has to maintain/operate the following assets:

Sl.No.	Description	Area / Length
1	Residential Buildings	71545.62
2.	Service Buildings-Plinth area	31419.225
3.	Road-Length in Kms	19.81 km
4.	Water pipeline length in kms	35.784 mtrs
5.	Drainage Pipeline-length in kms	10200 mtrs
6.	No of valves	591 nos

The details of Railway Quarters under the jurisdiction of SSE/Works/PER, type wise indicated as follows:

Description	Type I	Type II	Type III	Type IV	Type V	SPL (ob)	TOTAL
No. of Quarters available (OCCUPIED)	628	365	108	75	20	10	1206
No. of Quarters condemned	4	6	-	1	1	-	12

2.6 WORKING HOURS:

The working hours of Works unit at PER:

07.00 – 12.00 hrs
14.00 – 17.00 hrs

2.7 STAFF STRENGTH & STAFF DISTRIBUTION:

As per Sr/DPO, the staff strength and deployment of staff in PER section is given below:

Sl No.	Category	GP (Rs.)	Sanction	Actual	Vacancy	Excess
1	SSE/W/PER	4600	6	5	1	0
2	JE/W/PER	4200	2	1	1	0
3	Ministerial	4200	0	1	0	1
4	NA Khalasi	1800	13	7	6	0
TOTAL			21	14	8	1
5	Sr.Tech – B/S	4200	1	0	1	0
6	Tech 1	2800	2	0	2	0
7	Tech II	2400	1	0	1	0
	Total		4	0	4	0
8	Sr. Tech -Plumber	4200	2	2	0	0
9	Tech-I	2800	9	2	7	0
10	Tech-II	2400	1	7	0	6
11	Khalasi Helper	1800	1	0	1	0
TOTAL			13	11	8	6
12	Sr .Tech-I- painter	4200	1	1	0	0
13	Tech-I -	2800	1	0	1	0
14	Helper	1800	1	0	1	0
	Total		3	1	2	0
15	Sr Tech-I Carpenter	4200	6	9	0	3
16	Tech-I Carpenter	2800	7	4	3	0
17	Tech-III	2000	1	0	1	0
	Total		14	13	4	3
18	Sr .Tech- B/L	4200	5	2	3	0
19	Tech-I-B/L	2800	8	5	3	0
20	Tech-II - B/L	2400	2	2	0	0
TOTAL			15	9	6	0
21	Sr Tech . Tinker	4200	1	1	0	0
22	Tech 1	2800	1	1	0	0
TOTAL			2	2	0	0
GRAND TOTAL			72	50	32	10

Distribution of staff

-

Activity wise & Brief outline of activities with reference to all the available sections.

Sl.No.	Category	Actual	Activities
1	Artizan Mate/ Sr Mali	1	Extracting the works from Artizans
2	Tinker	2	Repairing works to be attended Qtrs. & Service building and platforms.
3	Brick Layer	10	Repairing works to be attended Qtrs. & Service building and platforms.
4	Carpenter	14	Repairing works to be attended Qtrs. & Service building and platforms.
5	Blacksmith	0	Repairing and maintenance
6	Plumber	11	Repairing works to be attended Qtrs. & Service building and platforms.
7	Painter	1	Repairing works to be attended Qtrs. & Service building and platforms.
8	C.G. Man	6	Watch Man
9	Sanitary Cleaner	1	Office Cleaning
10	Non Artisan Khalasi	6	Helping technicians
11	Helper Gr II	1	Helper
Total Employees		53	

Artisan staff report for duty in the morning and are allotted duties based on the petty complaints

- Registered by the occupants of the quarters at PER in the Complaints Register
- Registered by the occupants of the quarters at wayside stations in the Petty Repairs book kept at the stations
- Complaints made by the officers/Supervisors/staff through memo/emergency calls over CUG mobile phone.

The staff then collects the required materials from Stores and proceeds to the work spot to perform the work allotted. The works are

supervised by SSE/Works to ensure that the quality and quantity of work performed is as per specifications /norms.

SSE/W/PERAMBUR Unit's assets and actual staff strength:

No.of staff quarters maintained	1206
No.of Supervisors on roll	7
No.of Artisan staff/Group'D' on roll	53

- 2.8 In this unit, 60 staff is working against the sanctioned strength of 72. The Scale Check of this unit is appended as **Annexure** .

2.9 STAFF DISTRIBUTION

Plumbing, drainage, repair works are mostly outsourced and the emergency work only being attended by departmental staff. Further pruning branches of trees, cleaning wells, maintenance of water hydrants, gathers clearing, clearing vegetation in colony areas and platforms, attention to roof repairs are also done by the staff. The maintenance of RUB/ROB, major & minor bridges, sub-structures and barricading works in the section/stations to prevent encroachments are being done as per CE's instructions (Major repair works and routine works are done by zonal contract).

- 2.10 The works are presently supervised by SSE/W under the direct control of ADEN/Metro/PER to ensure the quality and quantity of work done.
- 2.11 In addition to the above, the staff is attending emergency calls and complaints received and based on the inspection notes of the officers.

The number of complaints received and attended for the last three years (cumulative) is given as under:

No. of Complaints & Attending of last two years.

Sl. No	Year	No of complaints registered	No of complaints attended
2	2018	2712	2441
3	2019	2364	2089
Total		5076	4530
Per year		2538	2265
Per Month		211.5	188.75
Per day		7.05	6.2

Of the above, most of the complaints, it is highlighted by SSE/Works/PER, are given orally over mobile phone with CUG facility.

Registers maintained at SSE/W/PER

1. Complaints register.
2. Water supply register.
3. Staff programs register.
4. Asset register.
5. Land boundary register.
6. Quarters service building inspection register.
7. Building register.
8. General imprest register and & water imprest.
9. SM book for periodical white wash and colour washing.
10. Stores: (a) DBR (Daily book register) (b) DBI (Daily book invoice) (c) Ledger (d) Quotations (e) challans, purchase order& local purchase.
11. Special work: (a) Each work—9 registers (b) Zonal work registers.
12. Staff grievance register.
13. MCDO
14. Cement & empty register.
15. Pass/PTO registers.
16. Medical Register.
17. Leave, Absent, NHA, NDA & TA register.
18. Contract register.
19. Land Encroachment Register.
20. Land Lease Register.

CHAPTER – III**3.0 CRITICAL ANALYSIS**

- 3.1 In Senior Section Engineer/Works/PER Unit, 60 staff is working against the sanctioned strength of 72.
- 3.2 Most of the works viz., the repairs and maintenance of station, service buildings and staff quarters, cleaning of septic tank, drainage, removing and re-fixing of the existing coping slabs, water proofing of leaky roof surface, painting and white washing of building, etc., are being executed through zonal contract only.
(The details of contract are given in Annexure).
- 3.3 Work orders are given during the past Three years which comes to Rs **5,45,08,662**. The average is Rs **1,81,69,554/-** per year on which 40% is taken as labour cost which comes to Rs **72,67,822**.
- 3.4 There are 1206 railway quarters available of which 12 are condemned. This explicitly reflected to the present trend in occupation of quarters. Change of sophistication to essentiality in life style, lack of standard and provision, coupled with reduction in occupation of quarters, results in requirement of reduced labour cost.

Quarters details - Present details :-

- a. Total No. of Quarters -1206 Qtrs
b. Condemned Quarters -12 Qtrs

Type of Quarters & Plinth area

Sl. No	Type	No. of Qtrs	Plinth Area in M ²
1	I	628	23713.41
2	II	365	22819.6
3	III	108	8007.42
4	IV	75	8601.24
5	V	20	4679.76
6	OB	10	3724.19
Total		1206	71545.62

3.5 The study team provided staff requirement as per the yardstick specified for the present workload based on the allotment of petty works alone.

3.6 STAFF REQUIREMENT

3.6.1 BUILDING & NON-RESIDENTIAL MAINTENANCE

Plinth area of Residential Buildings, Station Buildings and other service buildings are converted into 'Equated Plinth area' by adopting the weightage described for each of them Annexure.

Sl. No.	Category	Plinth Area (Sq.m)	Weightage	Equated Plinth area (Sq.m)
1.	Residential Building After deducting proportionate share of condemn quarters	71545.72- 711.89= 70833.83	1	70833.83
2.	Service building	31419.25	0.7	21993.45
TOTAL				92827.28

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

Total EPA of Building = 92827.28 Sqm

No. of staff required = $92827.28 \div 1550$

= **59.88 staff say 60**

The yardstick prescribed by Railway Board is applicable when all the works are carried out by the staff at Works Branch. The major works of service buildings, station buildings and residential buildings are carried out through the Zonal Contract. Maintenance works attended through Zonal Contract at various places in this jurisdiction for the period of one year was analyzed as detailed below:

a) Total amount spent on Zonal Contract (exclusive of cost towards material supply) for the past 3 years.

So, average amount spent per year Rs 1,81,69,554/-

b) (40%) Labour Cost for the above : Rs.72,67,822 /- works

Approximately 40% of the total amount is taken as Labour cost since, major works are carried out through Zonal Contract. The labour cost spent is converted into the labour cost of Railway staff (the labour cost for each work is available in Book of Schedule Rates).

The salary of Tech. Gr.III per year

(Mean Pay + GP + DA)Rs.48614x12 :Rs 5,83,368/

Taking 40% of the Total amount as labour cost: 7267822/583368 comes to 12.4

Therefore the annual cost of a Railway : 12.4
staff by the way the amount of labour cost Say 12
spent in Zonal contract is converted into
number of Railway staff

Hence while calculating the requirement of staff for the maintenance at SSE/W/PER, equivalent number of staff required working the Zonal Contract work are excluded from the total staff requirement, at this Depot.

3.6.2 ROAD MAINTENANCE

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

Total length of road = 19.89 kms

No. of staff required = $19.89 \div 5 = 3.97$ staff

Therefore, No. of staff required for Road Maintenance = **4 staff**

3.6.3 PIPE LINE MAINTENANCE

The yardstick for maintenance of pipe line, 1 Artisan + 2 Helper Gr.II for every 10 Kms.

Total length of pipe line = 35.78 kms

Therefore, No. of staff required = $(35.78 \div 10) \times 3 = 10.7$ **Say 11 staff**

Therefore, No. of staff required for pipe line Maintenance = **11 staff**

3.6.4 DRAINAGE MAINTENANCE

As per the yardstick 1 Artisan + 2 Khalasis are required to maintain 5 Kms drainage pipeline.

Total length of Drainage pipe line = 10.2 kms

No. of staff required = $(10.2 \div 5) \times 3 = 6.12$ **Say 6 staff**

Hence, No. of staff required for pipe line Maintenance = **6 staff**

3.6.5 VALVEMAN

591 valves at PER section are being operated and it was totally outsourced. Five valve men can be utilized for emergency purpose.

Total Valve men required: 5 staff

3.6.6 WATCHMEN

At present there are no watchmen. Two watchmen are required in shifts.

Total Watchmen required = 2 staff.

3.6.7 Requirement of Supervisor

The total sanction supervisor strength is 8 and Actual is 8 and there is no surplus

Total Supervisor required: 8

3.6.8 Ministerial Staff

At present there is no staff for office work,

Now, requirement of staff based on yardstick:

Sl No	Activity/Staff	Staff requirement
1	Building maintenance	60
2	Road maintenance	4
3	Pipeline maintenance	11
4	Drainage maintenance	6
5	Valve men	5
6	Watch man	2
7	SSE+JE	8
TOTAL		96

As per RB 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 w.e.f.01.07.20.

Requirement as per table 3.6.8=96

15% reduction=14.4 say 14

Revised requirement = 82

But, the sanctioned strength of staff is 72 only. Hence, the staff requirement is arrived based on need basis since most of the works are outsourced.

3.7.0 SUMMARY OF STAFF REQUIREMENT

Sl. No.	Category	Requirement of staff	Refer para No.
1	Supervisor (SSE)	6	3.6.7
	JE	2	
2	Ministerial Staff	0	3.6.8
Total		8	
3.	Building maintenance & Road Maintenance (including B/L, Carpenter, Painter, B/Smith)	15	3.6.1
			3.6.2
4.	Pipeline Maintenance & Drainage	4+5	3.6.3
			3.6.4
5.	Valve men (from khalasi)	3	3.6.5
6.	Watchmen	2	3.6.6
7.	NAKHALASI to assist B/L, B/S, Carpenter, Plumber	7	
Total		44	
LR @ 12.5% of 36 (slno 3 to 7)		4.5 say 5	
Grand Total		49	

23 Posts identified as surplus which may be surrendered and Credited to vacancy bank

The Composite requirement of Manpower – SSE/Works/PER

Sl no.	Category	GPRs.	Sanction	Actual	Requirement	Surplus
1	SSE/W/PER	4600	6	5	6	--
2	JE/W/per	4200	2	1	2	--
3	Ministerial	4200	0	1	0	--
4	NA Khalasi		13	7	12	1
TOTAL			21	14	20	1
5	Sr.Tech – B/S	4200	1	0	1	--
6	Tech I	4200	2	0	0	2
7	Tech II	4200	1	0	0	1
	Total		4	0	1	3
8	Sr. Tech - Plumber	4200	2	2	2	--
9	Tech-I	2800	9	2	8	1
10	Tech-II	2800	1	7	0	1
11	Khalasi Helper	2800	1	0	1	---
TOTAL			13	11	11	2
12	Sr .Tech-I-painter	2400	1	1	1	--
13	Tech-I -	2400	1	0	1	--
14	Helper		1	0	1	--
	Total		3	1	3	--
15	Sr Tech-I Carpenter	2400	6	9	4	2
16	Tech-II Carpenter	2400	7	4	3	4
17	Tech-III	1900	1	0	0	1
	Total		14	13	7	7
18	Sr .Tech- B/L	1900	5	2	5	0
19	Tech-I-B/L	1900	8	5	2	6
20	Tech-II - B/L	1900	2	2	0	2
TOTAL			15	9	7	8
21	Sr Tech . Tinker	1800	1	1	0	1
22	Tech 1	2800	1	1	0	1
TOTAL			2	2		2
GRAND TOTAL			72	50	49	23

Summary of Recommendations:

23 Posts in various grades are found excess to the requirement and the same may be surrendered and credited to the Bank of Surplus Posts.

SI No	Designation	Grade pay	No of Posts
1	Sr tech Tinker	4200	1
2	Tech -1 Tinker	2800	1
3	Tech-I Carpenter	2800	2
4	Tech –II Carpenter	2800	4
5	Tech –III carpenter	2400	1
6	Tech-I B/S	2800	2
7	Tech-II B/S	1900	1
8	Tech -1 B/L	2800	6
9	Tech 2 B/L	2400	2
10	Tech-I Plumber	2800	1
11	Tech-II Plumber	2400	1
12	N/A Khalasi	1800	1
TOTAL			23

Total No of posts: 23

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

Agreed (Mail sent via eoffice)

CHAPTER - V**5.0 FINANCIAL SAVINGS**

5.1 If the recommendation made in the study report is implemented, the annual recurring financial savings will be as under:

Sl. No.	Category	Grade Pay(Rs.)	No.of post	Mean Pay (Rs.)	Annual savings (Rs.)
1	Sr Tech Tinker	4200	1	73900	8,86,800
2	Tech -1 Tinker	2800	1	60750	7,29,000
3	Tech-I Carpenter	2800	2	60750	14,58,000
4	Tech –II Carpenter	2800	4	60750	29,16,000
5	Tech –III carpenter	2400	1	53300	6,39,600
6	Tech-I B/S	2800	2	60750	14,58,000
7	Tech-II B/S	2400	1	53300	6,39,600
8	Tech -1 B/L	2800	6	60750	7,29,000
9	Tech -2 B/L	2400	2	53300	12,79,200
10	Tech-I Plumber	2800	1	60750	7,29,000
11	Tech-II Plumber	2400	1	53300	6,39,600
12	N/A khalasi	1800	1	43817	5,25,804
Grand Total			23		1,26,29,604

SANCTION ACTUAL & VACANCY POSITION OF SSE/WORKS/PER

category	Sr. Tech		Tech-I		Tech-II		Tech-III		HELPER		TOTAL		
	SAN	ACT	SAN	ACT	SAN	ACT	SAN	ACT	SAN	ACT	SAN	ACT	VAC
BLACKSMITH	1	0	1	0	0	0	0	0	0	0	2	0	2
PLUMBER	2	2	7	2	1	5	1	0	1	0	12	9	3
PAINTER	1	1	1	0	0	0	0	0	1	0	3	1	2
CARPENTER	5	8	6	3	0	0	1	0	0	0	12	11	1
BRICKLAYER	3	2	7	4	2	2	0	0	0	0	12	8	4
TINKER	0	0	1	1	0	0	0	0	0	0	1	1	0

SUPERVISORS/ MINISTERIAL

CATEGORY	SAN	ACT	VAC	REMARKS
SSE/WORKS	6	5	1	
JEWELRY	2	1	1	
MINISTERIAL	0	1	0	
NON ARTIZAN KHALASI	9	5	4	

SANCTION ACTUAL & VACANCY POSITION OF SSE/WORKS/SH/PER, SSE/WM/CPT, PWQ

category	Sr. Tech		Tech-I		Tech-II		Tech-III		HELPER		TOTAL		
	SAN	ACT	SAN	ACT	SAN	ACT	SAN	ACT	SAN	ACT	SAN	ACT	VAC
BLACKSMITH	0	0	1	0	1	0	0	0	0	0	2	0	2
PLUMBER	0	0	2	0	1	2	0	0	0	0	3	2	1
PAINTER	0	0	1	0	0	0	0	0	0	0	1	0	1
CARPENTER	1	1	1	1	1	1	0	0	0	0	3	3	0
BRICKLAYER	1	0	0	1	2	1	0	0	0	0	3	2	1
BRICKLAYER (SSE/W/)	1	0	2	1	1	0	0	0	0	0	4	1	3
BRICKLAYER (SSE/W/)	1	0	0	0	1	0	0	0	0	0	2	0	2
PAINTER(SSE/W/MC)	0	0	0	0	1	0	0	0	0	0	1	0	1
TINKER	1	1	0	0	0	0	0	0	0	0	1	1	0
CATEGORY	SAN		ACT		VAC		REMARKS						
NON ARTIZAN KHALASI	4		2		1								

6. Details of platform area covered and uncovered. - NIL

7. Details of total length of kilometre of road under SSE/WORKS/PER

The total length of road at PER & P.T Colony = 19.89 Km

8. Details of total length of water pipe line

Total length of water pipe line at PER =19600m

Total length of water pipe line at P.T.Colony =16184m

TOTAL=35,784m

9. Total Length of Drainage Pipe line

Total length of Drainage pipe line at PER =3700m

Total length of Drainage pipe line at P.T.COLONY=6500m

TOTAL LENGTH=10200m

10. Details of number of valves at PER & P.T COLONY

Number of Valves provided at PER =245Nos

Number of Valves provided at P.T COLONY= 346Nos

11.DETAILS OF ABSENCE & SICK PAST THREE YEARS (2017-2018-2019)

S.I.No.	ABSENCE / LWP 2017	SICK / LHAP 2017
1	--	N.Munusamy 152-08060095 - 30 Days
2	--	B.Jeevanandham

Details of Plinth area for Quarters

S.I.No.	Type	No.of Qtrs	Plinth Area in M ²
1	I	628 Nos @ PTC	23713.41
2	II	118 of PER & 247 of PTC	22819.6
3	III	30 of PER & 78 of PTC	8007.42
4	IV	37 of PER & 8 of PTC	3936.36
5	V	8 of PER	1536.96
6	OB	6 of PER	1732.61
Total			61746.36

Gazzetted Quarters

S.I.No.	Type	No.of Qtrs	Plinth Area in M ²
1	IV	30 of PER	4664.88
2	V	12 of PER	3142.8
3	OB	4 of PER	1991.58
Total			9799.26

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Details of Plinth area for Building

S.I.No.	Name of the Building	Plinth Area in M ²
1	Office of Chief Engineer Electrical & Electrical Workshop at Perambur	6770.55
2	Office of S&T Workshop (PTJ) At Perambur	2753.55
3	SSE/Works/PER Office	579.15
	Total Plinth area	10103.25

$$\begin{array}{r} 31419.225 \\ 0.7 = 21993.45 \end{array}$$

DETAILS OF SERVICE BUILDINGS IN PER AREA

Sl.	Building No.	Type	Plinth area	Year of installation	Plinth area Qtrs. M ²	Name of the Buildings
1	PER/10	SB	122	1900	141.50m ²	Netaji Scout groups
2	PER/11	SB	712	1900	G:466.18m ² 1st 458.06m ²	Ground floor Running room, 1st floor Traffic Training center
3	PER/26	SB	606	1900	7126.9m ²	Railway mixed higher secondary school
4	PER/29	SB	185	1900	82.5m ²	Library/RMHSS/PER
5	PER/30	SB	438	1900	167.61m ²	Billiards room
6	PER/30 A	SB	945	1928	1105.65m ²	New hall
7	PER/31 A	SB	23	1928	90.60m ²	Librarians room
8	PER/31 B	SB	114	1928	82.5m ²	Library store
9	PER/33	SB	80	1900	96.36m ²	Scout & hobby Centre
10	PER/42	SB	216	1933	216.14m ²	AIOBC/PER/HQ
11	PER/53	SB	593	1905	592.91m ²	Scout Office
12	PER/85 A B	SB	321	1928	266.53m ²	SC & ST union office
13	PER/86	SB	206	1928	472.425M ²	Sr.SE/W/O/PER &Store
14	PER/97	SB	298	1928	298.31m ²	AIOBC Union officeq
15	PER/98	SB	298	1928	298.31m ²	Mahilavahini RPF
16	PER/99	SB	298	1928	298.31m ²	SRMU union office
17	PER/106	SB	193	1928	192.12m ²	Unauthorized occupy to SC/ST Union Office
18	PER/110	SB	192	1928	192.12m ²	ADEN/METRO/O/PER
19	PER/114	SB	192	1928	192.12m ²	SRMU/union office
20	PER/115 A to F	SB	2149	1931	358.14X6=2148.84	Southern Railway RPF & RPF Canteen.
21	PER/119 A B	SB	259	1928	129.55X2=259.1	CRECHE
22	PER/141	SB	13	1928	212.50m ²	Railway institute
23	PER/168	SB	232	1928	240.50m ²	Pachamarihall/Scout Bisset Road
24	PER/230	SB	143	1928	143.44m ²	JRD tatascout group

15841.535

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DETAILS OF SERVICE BUILDINGS IN P.T.COLONY AREA.

Sl.	Building No.	Type	Plinth area	Year of purchase	Year of installation	Cost	Remarks
1	PER/220	OB	143	1928	1928	12718	GLR
2	PER/225	OB	143	1928	1928	12718	Used as Ration shop
3	PER/292	SB	684	1960	1960	75351	Tamil medium school
4	PER/340 A-X	I	798.72	1972	1972		GRPF Accomodation
5	PER/341 A-X	I	798.72	1972	1972		GRPF Accomodation
6	PER/353	I	304	1972	1972	16520	GRPF Accomodation
7	PER/380	SB	176	1982	1982	100000	GLR inside IOW/PTC
8	PER/397	SB	150	1988	1988	48000	Dog kennel
9	PER/411	SB	29	1990	1990	25000	GLR in 7 th street
10	PER/426	SB	2002	1990	1990	110000	Bala Bhavan School
11	PER/459	SB	67	2000	2000	300000	JE/W/PTC office
12	PER/474	SB	120	2004	2004	500000	Used for SJAB HQ/Office
13	PER/478	SB	18	2001	2001	100000	CHI/Staff shed
14	PER/505 A,B	SB	41	2006	2006	25000	Car shed at JE/W/PTC for
Total Area			5474.44				

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I. Sanction, Actual, Vacancy & Excess Statement of Staff working under the control of SSE/WORKS/PER.

ENGG/SSE/WORKS/O/PER		Actual Staff	ADEN/METRO/PER@MAS
Sl.No	Category		Activities
1	SSE/W/PER,PWQ,CW,LW	4	Supervision of works allotted in their jurisdiction
2	JE/WORKS/RHPTC	2	Supervision of works allotted in their jurisdiction
3	Chief OS/Works/PWQ	1	Maintaining office Qtrs Records & Store at Ayanavaram Area
4	Trainee JE/WORKS	2	Under going training at MS
4	Sr. Tech	14	For attending Repairing works in Quarters & Service Buildings at respective office
5	Technician I	10	For attending Repairing works in Quarters & Service Buildings at respective office
6	Technician II	12	For attending Repairing works in Quarters & Service Buildings at respective office
7	Sr. Mali	1	For maintaining grass in Railway stadium
8	Sr. Watch Man	1	On deputation to division office Egg branch
9	Non Artizen Khalasi	6	Assisting with Tech I Staff
10	Compound Gang Man	2	Valve Man Duty
		1	Engaged as watchman
		2	Engaged for assisting Tech
11	Sanitary Cleaner	1	Office Cleaning Work
12	Helper Gr.II	1	Assisting with Tech II Staff
13	Chief OS/Works/PB/PER	1	Maintaining office PB Records & Service Registers, Leave Books , Staff Attendances , and Divisional Correspondence
14	OS/Works/PER	1	Maintaining office Qtrs Records & Store at Perambur Area, Complaints and Divisional Correspondence
Total Staff		60+2	
Distribution of Section Staff		Activity wise & Brief out line of activities with reference to the available to all the Sections.	
Staff Deployed in Other Area -- NIL			
Office Vehicle Details -- NIL			

CONTRACT STAFF DETAILS

Regular Contract Staff is Reporting to SSE/Works/PER and JE/W/PTC the list of getting repairs complaints to be attended.

SECTION STAFF DETAILS

In this Section, 60+2 Staff are working including Supervisor with an Excess of 12 Staff (as on Scale Check of September 2020) against the Sanctioned strength of 138 as given below.

No of Supervisor on Roll: 06

No of Clerical Staff on Roll: 03

No of Sr.Tech, Technician I, II, III & Helpers on Roll : 53

S.I.No	Type	Occupation	Vacation	Total
1	IV	22	8	30
2	V	12	0	12
3	OB	4	0	4
		38	8	46

List of Staff Quarters @ PER

S.I.No	Type	Occupation	Vacation	Total
1	I	0	0	0
1	II	103	15	118
2	III	29	1	30 ✓
3	IV	33	4	37
4	V	8	0	8
5	OB	6	0	6
	TOTAL	179	20	199

List of Staff Quarters @ PT Colony

S.I.No	Type	Occupation	Vacation	Total
1	I	291	337	628
2	II	204	43	247
3	III	68	10	78 ✓
4	IV	8	0	8
	Total	571	390	961

Total number of quarters $46 + 199 + 961 = 1206$

Condemned

PER/75 —

PER/331 —

Per/318 —

No of units

1

1

4

Type

IV

1

1

5. Details of the special works and zonal contact works for maintains at

SSE/WORKS/PER past 3 years Per/318

6

11

Details of special works

12

$$IV = 30 + 37 + 8 = 75$$

2nd

$$\begin{array}{rcl}
 \text{RM3/PER} & 17-18 & = 98,54,494/- \\
 & 18-19 & = 98,54,494/- \\
 & 19-20 & = 88,69,045/- \\
 \text{Total} & = & \underline{2,85,78,033/-}
 \end{array}$$

1,81,69,554

$$\begin{array}{rcl}
 \text{RM4/PTC} & 17-18 & = 65,69,663/- \\
 & 18-19 & = 65,69,663/- \\
 & 19-20 & = 59,12,697/- \\
 \text{Total} & = & \underline{1,90,52,023/-}
 \end{array}$$

$$\begin{array}{rcl}
 \text{RM8/EWS} & 17-18 & = 21,73,600/- \\
 & 18-19 & = 24,76,319/- \\
 & 19-20 & = 22,28,687/- \\
 \text{Total} & = & \underline{68,78,606/-}
 \end{array}$$

$$\text{All total} =) 5,45,08,662/-$$

$$\text{Average of 3 yrs} =) 1,81,69,554$$

$$10\% =) 18,16,955$$

M. Nagarwarah
SE(CO)/PER

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

Sub: 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.

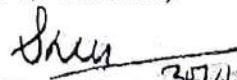
2.0 Accordingly, in May, 2019 Zonal Railways were advised to undertake a Zero Based Review of yardsticks for all O&M activities. Based on the inputs, the detailed views were given for concluding the revision of Yardsticks. Final view has already been given on Yardsticks for Civil Engg (Trackmen), Medical, 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/IIR, Secy/RB,AM/Revenue

Civil Bnd. Works

S&T