



WORK STUDY TO REVIEW THE
STAFF STRENGTH AT
Sr.DEN/O/SA - SALEM DIVISION

SOUTHERN RAILWAY

PLANNING BRANCH

G.275 / WSSR- 402021 / 2020-21

**WORK STUDY TO REVIEW THE
MINISTERIAL STAFF STRENGTH
INCLUDING DRAWING BRANCH AT
Sr.DEN/O/SA
SALEM DIVISION**

FEBRUARY 2021

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(i)**ACKNOWLEDGEMENT**

The study team conveys its sincere thanks to Sr.DEN/Co-ord/SA, DEN/N/SA, Ch.OS/Genl, SSE/In Charge/Drawing and other staff of Sr.DEN/O/SA for the co-operation and assistance rendered during the work study.

(ii)**AUTHORITY**

Annual programme of work studies approved by SDGM for the year 2020-2021.

(iii)**TERMS OF REFERENCE**

Work Study to review the Ministerial Staff strength including Drawing Branch staff at Sr.DEN/O/SA- SA division

(iv)**METHODOLOGY**

1. Collection and compilation of data from each section
2. Interaction with the In-charge of every section.
3. Discussion with the Co-ordinating Officer.
4. Assessment of manpower based on comparing similar work centers of other divisions of Southern Railway excluding Chennai division in Commensurate with the technological developments in the Processes.

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(v)

SUMMARY OF RECOMMENDATIONS**RECOMMENDATION:**

2 vacant posts in the category of OS with GP 4200/- and 4 vacant posts in the category of Sr. Clerk with GP Rs.2800/- is found excess to the requirement, the same may be surrendered and credited to the Vacancy Bank.

(Total– 6 Posts)

1.0 INTRODUCTION

- 1.1 Salem is surrounded by Coimbatore in the North east, Bangalore in the South east, Chennai in the South West and is located at 340 Kms. from Southern Railway Headquarters. The division comprises of 8 operating sections.
- 1.2 Salem division, one of the six divisions of Southern Railway having a route kilometerage of 858 Kms. with 1150 running Track kilometres is formed in the year 2007 carved out of Palakkad division and adding SA-VRI section of Tiruchchirapalli division. The MTP – UAM is a hill Railway section with a special type of MG track.
- 1.3 Engineering Branch is the largest branch of Railways and is like the skeleton to the Railway system, constructions and maintenance of the track buildings, bridges etc., manufacture of the components, survey for the new lines etc. are undertaken by Engineering Branch. The construction survey and manufacture are managed by construction organisation and RVNL, whereas manufacture is by the Production Units / Workshops. The Engineering Branch at the Zonal and divisional level is mainly involved in maintenance of track, bridges, machines and equipments, training, planning co-ordination with other departments etc. The sudden changes of climatic and weather conditions, geological and geographic parameters, have a big impact on the smooth and efficient functioning of Engineering department.
- 1.4 The knowledge and experience acquired throughout the 167 years existence of IR has enriched the Engineering department in executing its assigned activities. The gruesome manual maintenance of the track has given way to highly mechanized maintenance practices through various types of Track machines.
- 1.5 The efforts to right size the staff strength in all departments of Railways is a continuous activity and every sanction is expected to contribute their share for achieving better result. The advanced technologies,

investments in modernizations etc. are also to be taken into account while assessing the required staff strength.

- 1.6 An attempt has been made to arrive at the manpower requirement based on the existing workload of various activities in commensurate with the technological improvements.

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CHAPTER-II**2.0 PRESENT SCENARIO**

2.1 The Works Branch of SA division is headed by Sr.DEN/Co-ordination, assisted by DEN/North, DEN/East, and DEN/Central with Six ADENs. The division has 15 P. Way depots, 8 Works units and 1 Bridge Section.

2.2 The Vacancy statement of the Ministerial staff at the office of Sr.DEN/SA as also of the Drawing Branch is also placed as **Annexure-I**.

Sl. No	DESIGNATION	SANCTION	ACTUAL (incl. Field staff)	VACANCY	EXCESS
1	CH.OS	10	8	2	0
2	OS	28	27	1	0
3	SR.CLERK	7	4	3	0
4	JR.CLERK	4	6	0	2
TOTAL		49	45	6	2
1	SSE/Drg	7	5	2	0
2	JE/Drg	4	3	1	0
3	Trainee JE/Drg	0	3	-	-
TOTAL		11	11	3	0

2.3 The following sections are functioning in the office of the Sr.DEN/Co-ord/SA :

- i) General section
- ii) Works Accounts section
- iii) Tender section
- iv) Stores section
- v) Way, Works and Bridge section
- vi) Budget & IRPSM section
- vii) Establishment section
- viii) Land section
- ix) Petty/General Imprest
- x) Arbitration, Court Case & Audit para
- xi) Drawing Section

2.4 The activities carried out and deployment of staff in each section are detailed in the following paragraphs:

1.General Section:

- Maintenance of Attendance Register
- Registering of all Tapals received, forwarding the same to the Officers through e-office and distribution to the concerned sections after receipt from the officers.
- Despatch of Tapals through CDO to outsiders and other departments.

Number of Files & Ledgers maintained- 1 each

Deployment of staff – 1 Ch.OS

2. Works Accounts Section:

- Processing of Work orders and forwarding the same to the concerned SSE/P.Way, SSE/Works & SSE/Bridges.
- Processing of Contractors bill, forwarding to CAR section for posting and Submission of the Bill to Accounts branch for payment.
- Processing of PVC and GST bill.
- Preparing Rider Agreement for interim/final Variation and currency extension.
- Release of BG and SD for completed works.

Number of Files & Ledgers maintained – 416 & 7

Deployment of staff: 6 (OS – 5; Clerk - 1)

3.Tender Section:

- Uploading of Tender schedule and document in the IREPS Website.
- Preparation of Tender Notice and forwarding to CPRO for advertisement in Newspapers.
- Tender call for through Online & Opening of Tender.
- Forwarding of Tender opening advise to Accounts and Sr.DEN/DEN.
- Preparation of TC and Issue of LOA.
- Obtaining BG from the contractor, forwarding to Law Branch for Vetting.
- Forwarding of Advertisement Bill to Accounts for payment.

Number of Tender schedules processed during the year

2019-20 – 155 i.e., 13 per month.

Number of Files & Ledgers maintained – 1696 & 4

Deployment of staff: 4 (OS – 3; Sr. Clerk – 1)

4. Stores Section:

- Processing of N.S. Indents received from various units
- Passing of Supplier`s Bills.
- Preparation of Outward AMs and Acceptance of Inward AMs
- Processing of Imprest pertaining to Petrol Bill.
- Maintenance of departmental vehicles.
- Procurement and repair of LAPTOPS for Officers, Hiring of Photocopier machines, Printers and Xerox machines.
- Procurement and maintenance of USFD materials and STM.
- Processing of Advice note for sale of Scrap.

Advice note to all SSE/P.Way, Works and Bridges for inter checking of Monthly, Quarterly and yearly return.

Number of Suppliers bill Passed during 19-20 –201.

Number of Files & Ledgers maintained – 23 & 13

Deployment of Staff: 2(Material & Stores chaser–1each)

5.Way, Works and Bridge Section:

- Processing of Inspection notes viz., Foot plate, Surprise, OMS and Station wise Inspection notes of Officers.
- Processing of all P.Way/Works/Bridge correspondence and submission of consolidated reply to HQ.
- Processing of water bill of all way side stations and arranging payment to Panchayat and Corporation.
- Correspondence pertaining to Railway Quarters.
- Preparation of Working Timetable.
- Processing of Annual Bridge Inspection Registers for onward transmission to HQ.
- Maintenance of all Estimate files, Vetting and uploading of the same into IRPSM and MCDO.
- Obtaining Line Blocks.

Number of Estimate files prepared during the year 2019-20 - 97

Number of Files & Ledgers maintained – 1410 & 2.

Deployment of staff: 2 (Ch.OS – 1; Clerk – 1)

6. Budget Section:

- Processing of all the proposals under PB/LAW/DWP & GM`s OOT works of Engineering department/SA and Co-ordinating with the proposals of other departments of the Division.
- Processing of Funds requirement, Re-appropriation of Funds, and Appropriation Account.
- Preparation of RE, RG, FM and FG.
- Monthly updation with regard to the status of the Sanctioned works in the IRPSM website on or before 5th of every month.
- Uploading of all types of Bills pertaining to Sanctioned works into CAR Module.

Number of Files & Ledgers maintained – 13 & 1.

Deployment of staff: 1 (OS)

7. Establishment Section:

- Processing of Transfer applications of Engineering staff with regard to Inter Divisional/Zonal/Within the division.
- Creation/Extension of Work charged posts, Creation of Revenue posts and surrendering of posts.
- Processing the promotion of Track Maintainers in Grade II,I and Artizan staff, Perusal for posting of TM Gr. III recruited through RRC to Field units.
- Replying to the questions raised by Ministers/MPs/MLAs and other VIPs, Parliamentary questions, RTI and PNM.
- Processing of Railway Week Awards at GM/PCE/DRM levels as also Special Awards at DRM level.
- Processing of Penalties including Appeal/Revision pertaining to the staff of Engineering department.

Number of Files & Ledgers maintained – 132 & 2

Deployment of staff: 1 (OS)

8. Land Section:

- Correspondence related to Licensing of Railway land, Private Siding and Encroachment of land.
- Correspondence pertaining to Way leave for water pipeline crossing, Oil pipeline, OFC cable , Road passage etc.
- Collection of dues from the parties and other entities with regard to Non Fare Revenue.
- Updation of activities involved in the TMS.
Replying to HQ for the queries.

Number of Wayleave proposals processed during the year 2019-20 - Approximately 70 cases

Number of Files and Ledgers maintained – 750 & 3

Deployment of staff: 1 (OS)

9. Petty/General Imprest/Arbitration:

- Processing of Petty cash Imprest for the use of all ADENs with a cash limit of Rs. 2000/- every month and Recoupment.
- Processing of cash imprest of Rs. 20,000/- pertaining to the 15 P. Way depots and recoupment.
- Processing of cash imprest of Rs.5000/- in respect of 9 Works units and recoupment.
- Processing of Onetime special imprest for cutting vulnerable trees over the division and also Entertainment expenses incurred during meetings etc.
- Dealing of court cases as per the directions of Sr. Law officer/HQ in contract and Land matters duly communicating to the concerned Railway Advocate by producing relevant documents in support of Railways, Accompanying the Advocate to the court and updating the status of court cases in the LIMBS (Legal Information Management & Briefing System) Portal of High court & Tribunal.
- Compiling the Audit Para duly obtaining from the concerned sections and forwarding the same to Accounts/Audit Branch.

Number of court cases pending – 28

Number of Files & Ledgers maintained – 40 & 5.

Deployment of staff: 1 (Ch.OS)

10. Drawing Section:

- The activities in this section can broadly be classified as Planning, Estimate and Bills for certification of Technical check in respect of Track, Bridges, Buildings & Land.

a) Track Planning & Estimate section:

- Yearly updation of Yard plans of all stations of the division duly incorporating alterations if any.
- Preparation and distribution of Monsoon Patrolling chart for the entire P.Way sections.
- Preparation of LC gate Plans for upgrading & Closure of LCs.
- Processing of CRS sanction for closure of Non Interlocked LCs.
- Accompanying OMS & TRC Inspections and maintenance of Records.
- Preparation of P.Way plans every year for the proposed works viz., CTR, TRR, TSR etc.
- Preparation and submission of details for increasing sectional speed & speed on loop lines.
- Replying to the queries raised by HQ.
- Processing of proposals under PWP for PB/LAW/DWP works.
- Preparation of Estimates and Revised Estimates.
- Preparation of Tender schedules.

b) Bridge Planning & Estimate section:

- Preparation of GAD for Waterway for Bridges, Subways, FOB, Platform shelters, Lift & Escalators.
- Feasibility reports for ROB/RUB.
- Processing CRS Sanction for execution of the works.
- Processing of condonations regarding the above works.
- Updation of relevant data in BMS.
- Processing of proposals under PWP for PB/LAW/DWP works.
- Preparation of Estimates and Revised Estimates.
- Preparation of Tender schedules.

c) Building Planning & Estimates:

- Preparations of GADs for Way leave proposals and getting approval from DRM and other competent authorities.
- Getting approval from CBE in the case of structural designs which are presently outsourced.
- Processing of proposals under PWP for PB/LAW/DWP works.
- Preparation of Estimates and Revised Estimates.
- Preparation of Tender schedules.

d) Land Planning & Estimates:

- Preparations of GADs for Way leave proposals (Water/Sewage/Gas pipeline crossings, OFC/TV cable crossings etc.) and processing of approval from ADRM and Sanction from HQ.
- Licensing/Leasing of Railway land.
- NOC for buildings/Layout near Railway Boundary.
- Private siding such as BPCL, HPCL, IOCL etc.
- Road Passage - Govt. and Private parties.
- Preparation of plans for RLDA and IRSDC.
- Updating of Way leave for Track crossings in TMS.
- Updating of Land plans in the Land Management Module of TMS.
- Digitalization and maintenance of Land plan records.
- Reply to RTI with regard to land matters.
- Processing of proposals under PWP for PB/LAW/DWP works.
- Preparation of Estimates and Revised Estimates.
- Preparation of Tender schedules.

e) Bill Section:

- Technical clearance is given to all contract Bills pertaining to Track, Bridge, and Building & Land.
- With regard to number of Bills where Technical check is done during the year 2019-20 is 352 for ADEN/S/SA, ADEN/N/SA & ADEN/ATU sections whereas it is 173 for ADEN/PTJ, ADEN/ED & ADEN/KRR Sub divisions.
- The kinds of bills include Zonal/Spl. works/Quotation/Final bill for the old agreements and Part bill for the ongoing works.

Deployment of Drawing Staff:

Sl. No.	Section	SSE/JE
1	Track section	2
2	Bridge section	2
3	Building section	1
4	Land section	1
5	Bill section	2
Total		8

Ministerial staff working in Field units:

24 staff in various capacities are working in six ADEN offices, 15 P.Way depots and 3 Works units.

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3.0 CRITICAL ANALYSIS

- 3.1 The functions of the ministerial staff form part of the administration of the railways so also as a liaison between the Divisional headquarters and the field units. In other ways, it is the decentralized way of functioning/assisting the headquarters at Chennai. It is common to all divisions whether the division is small or large with respect to any factor, because these activities are directly or indirectly depend on the actual staff strength of the whole division by whom the division is functioning which is unique for all divisions.
- 3.2 Benchmark study is a simple process of comparative analysis of related activity among various work centers. The main purpose of functioning of central planning organization in zonal railways is to create a healthy competition and thereby to improve the efficiency of the divisions.
- 3.3 Vacancy – selection – training – induction is the continuous process in any organization and it varies from division to division. The trainees, future incumbents, vacancies available, pinpointing of posts are uniform in all divisions as also Medically decategorised, SSP, etc., are common phenomena in the present situation.
- 3.4 It is obvious and very clear from the directions of Railway Board, that it advocates the present method of Benchmarking by comparing the actual staff strength only, as such, the workload of the divisional ministerial staff depends upon the total actual staff strength working in Field units.
- 3.5 The data is collected from the book of sanction including those working at field units other than divisional headquarters uniformly to avoid discrepancies in drafting the report, and the benchmarking factor is applied with other divisions to calculate the required ministerial staff with respect to the actual field staff.

3.6 Yard Stick:

There is no specified yardstick for the number of secretarial staff (NPB staff) working not only in Engineering branch but also other departments which includes Drawing Branch. The requirement of NPB staff can be made proportional to the total Engineering staff of the division and for the drawing branch staff, it can be on the basis of Track Kilometers of the division (TKM). The other factors to be considered are

- Level of outsourcing.
- Modernisation effects.
- Comparison with similar units.
- Track / route km, plinth area of stations and buildings, number of stations, bridges, LC gates, Funds allocations for works etc.

3.7 Hence, the Work study team has made a Comparative study among the divisions of Southern Railway having less than 3000 Field staff. Accordingly, 5 divisions have been taken for comparison. The ministerial (NPB) staff and the number of field staff dealt with by each division is appended below:

Division	Actual Field staff	Actual NPB staff including the Open line (Works Br. Clerk)	No. of field staff dealt by one NPB staff
MDU	2895	46	62.93
TPJ	2649	50	52.98
TVC	2480	45	55.11
SA	2097	45	46.60
PGT	1981	40	49.52
Total	12102	226	Ave.53.55

The above table indicates that one NPB staff at MDU is dealing 63 field staff and at TVC it is 1: 55. The benchmark set by MDU & TVC Divisions are high and it may not be possible to reach the benchmark set by them by the other Divisions in the immediate future. To avoid such a situation, the sum total of the field engineering staff of all the 5 divisions (12012) is divided by the NPB staff of the same divisions (226) to arrive at the SR

average. As per the calculation, the SR average is 53.55 staff (**12102 ÷ 230 = 53.55 say 54**)

- 3.8 On the basis of **54 staff (SR Average)**, the requirement will be as follows:

Division	Total Field staff	S. Railway Average in terms of Manpower	Required NPB staff	Available NPB staff
MDU	2895	54	54	46
TPJ	2649		49	50
TVC	2480		46	45
SA	2097		39	45
PGT	1981		37	40
Total	12102		225	226

Out of 45 staff, 4 staff is on deputation to other units, 24 in Openline and the remaining 17 in the Divisional Office. The division is also operating 4 Workcharged Posts in the category OS and is being utilized in the Office itself. The same is allowed to continue.

The assessment of manpower is based on a comparative study among the 5 Divisions of SR (Excluding Chennai) and arrived at the requirement of 39 staff for SA division against the Actuals of 45 staff.

However, 4 staff is additionally allowed on need base to ease the workload in the Divisional office, making the total requirement to 43 staff.

3.9 Section wise Distribution of staff and Requirement:

Sl. No.	Section/Unit	Existing staff	Requirement
1	General section	1	1
2	Works Accounts Section	5	4
3	Tender section	4	3
4	Stores section	3	3
5	Budget & IRPSM	1	1
6	Establishment section	1	1
7	Land section	1	1
8	Petty/General Imprest & Arbitration	1	1
9	WB clerks (15 P.Way depots + 3 Works units)	18	18
10	Sub section Offices (6 ADEN Units)	6	6
11	On Deputation to other units	4	4
Total		45	43

3.10 Drawing Branch:

The drawing branch is one of the important sections of the Engineering department. The number of sections varies from division to division. As far as SA Division is concerned, the workload is segregated as follows.

1. Bridge section
2. Track section
3. Land section
4. Bill section
5. Building section

3.11 Sections dealt by Drawing branch:

- TPT-SA-ED-PTJ
- CBE-MTP-UAM

- ED-KRR-TP
- SA-VRI
- SA-OML-MTDM
- SA-NMKL-KRR
- KRR-DG
- PTJ-CNV

3.12 Duties in brief:

- Preparation of Plans under PB, LAW, DWP, Revenue and Deposit works for all the 8 sections.
- Preparation of estimates for PWP and obtaining Administrative approval.
- Preparation of Tenders.
- Technical check of MB, Zonal bills, Part and Final bills of ongoing works pertaining to all the sections.
- Preparations of GADs for Way leave proposals and allied processes.
- Auto CAD drawing for work order submission.
- Getting CRS clearance for all the relevant works.
- Updating of Wayleave for Track crossings in TMS.
- Updating of Land plans in Land Management Module.
- Digitalisation and maintenance of Land Plan records.
- Preparation and submission of encroachment details.

Other features:

Kilometrage of the division	– 1139 Kms
Number of stations	- 97
Number of LC gates	- 218
Number of Bridges (Major-139; Important- 4; Minor-2340)	-2483
Number of CRS clearance	- 60
Number of Estimates/GADs prepared	– 237 (Bridges-78; Track-51; Building – 108)
Number of Tender schedules prepared	-237

Original BG appropriated for SA division- 213 Crores (2020-21) through various Source of Funds; Re-appropriated BG (Spending limit) – 166 Crores approx.
Expenditure up to 30.11.2020 – 148 Crores approx.

As mentioned earlier, there is no specified yardstick for drawing branch staff also. But, the requirement of Technical staff of Drawing Branch can be arrived in commensurate with the TKM of the Division. The other factors to be considered are

- Level of outsourcing
- Modernisation effects.
- Comparison with similar units.
- Track / route km, plnlnth area of stations and buildings, number of stations, bridges, LC gates, Funds allocations for works etc.

3.13 The Division wise Route and Track Kilometres over Southern Railway excluding Chennai Division.

Sl. No	Division	RKM	TKM	Available staff (Including Trainee JE)
1	MDU	1295	1448	16+5=21
2	TPJ	1027	1257	15+3= 18
3	SA	858	1150	8+3=11
4	PGT	577	998	10 + 3 =13
5	TVC	625	941	21 +3= 24

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From the above table, it is obvious that the SA division is managing with lesser staff. The division has got only 5 posts of SSE and 3 JEs as against the sanction of 11 posts. Presently, 3 trainees are working in the section. When compared with the TKM, SA division is having 1150 whereas it is 998 in PGT division. But the available staff strength in PGT is 2 more than that of SA.

The possibility of any further sections being added or doubling is remote In the near future for SA division. So also no Gauge conversion work is pending in this division

3.14 Outsourcing factors:

Now a days all the drawings are done by outsourced agencies and the role of the drawing branch staff has come down. It is limited to checking of the drawings and giving guidance to the outside agencies. As far as Buildings are concerned, the Structural designs are done by Agencies.

A general pattern of one drawing staff for every 100 TKM for Divisions seems to be an ideal strength for whole Southern Railway with a variation limit of 20% for special factors like Quantum of Works Programme, Number of sections etc.

Taking all the factors into consideration, the study team is of the opinion that the work of drawing branch of SA can be maintained with 11 Sanctioned staff for 1150 TKM. The present shortage of 3 staff may be filled up, or otherwise all the three Trainee JEs in SA Division to be retained and posted in the division itself.

3.15 OFFICE ASSISTANTS:

Presently, the Engineering department of Divisional HQ is having one JAG and three Senior Scale Officers. As per entitlement, 4 OAs have to be provided. The shortage of 1 post to be filled up and in the absence of Officers at the HQ, the OAs can be utilised for the section works.

3.16 SANCTION VS REQUIREMENT:

Category	Sanction	Actual	Requirement	Surplus
Ch.OS	10	8	10	0
OS	28	27	25	3
Sr. Clerk	7	4	4	3
Jr. Clerk	4	6	4	0
Total	49	45	43	6
Drawing staff	11	8 + (3 Trainees)	11	0
Office Assistant	4	3	4	0

3.17 RECOMMENDATION:

3 posts in the category of OS with GP 4200/- and 3 vacant posts in the category of Sr. Clerk with GP Rs.2800/- is found excess to the requirement, the same may be surrendered and credited to the Vacancy Bank.

(Total– 6 Posts)

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CHAPTER – IV

4.0 PLANNING BRANCH'S REMARKS ON CO-ORDINATING OFFICER'S VIEWS

Co-ordinating Officer's views were received vide Sr.DEN/Coord/SA letter No.SA/W.349/MPP dt. 21.01.2021 and the remarks of the Planning Branch on the co-ordinating officer's views are given below.

4.1 Co-ordinating Officer's Views:

Regarding the Work study conducted at the office of the Sr.DEN/O/SA, the following remarks are offered:

The Vacancy statement of Ministerial staff as on 07.01.2021 is as follows:

Sl. No.	Designation	Sanction	Actual (Including field staff)	Vacancy	Excess
1	Ch.OS	10	10	-	-
2	OS	28	26	SC-1;ST-1	-
3	Sr. Clerk	7	3	4	-
4	Jr. Clerk	4	7	-	3
Total		49	46	6	3
Vacancy statement of Drawing Branch					
1	SSE/Drg	7	5	2	-
2	JE/Drg	4	3	1	-
3	Trainee JE/Drg	0	3	-	-
Total		11	11	3	0

As per the recommendations, 3 posts in the category of OS with grade pay Rs.4200/- and 3 vacant posts in the category of Sr. clerk with grade pay Rs.2800/- is found excess to the requirement, and these posts are to be surrendered **is not agreed, due to the following reasons.**

In OS category, only two posts are vacant, that too one SC and one ST and the posts could not be filled up due to non-availability of suitable post in lower category. These OS posts will be downgraded to Sr. clerk/ Jr. Clerk and suitable SC

& ST candidates will be filled up shortly. Surrendering of the two vacant posts are against reservation policy.

Total number of sanctioned Ministerial category is 49. Cadre Restructuring of Ministerial posts should be implemented as per Railway Board`s order, Ch.OS- 10 Nos. (19%), OS-28 Nos.(52%)Sr. Clerk-7 (15%) and Jr.clerk- 4 Nos. (13%). Hence, surrendering of category in OS and Sr. clerk cannot be agreed, since Railway Board`s orders should be followed scrupulously. Further to implement cadre restructuring of Ministerial posts, surrendering of Sr. clerk and Jr. Clerk equivalent to the money value has already been done to implement the orders. Hence, the question of surrendering of OS and Sr. clerk does not arise. In addition, SC /ST posts cannot be surrendered at any cost and it will lead against reservation policy.

Regarding 4 vacant posts of Sr. clerk, it will be filled up shortly from lower category and the process for selection is under process.

The activities of Works Branch clerk in Engineering Department are as follows:

It is submitted that, one Works Branch clerk in all SSE/PW/Office SSE/Works office, SSE/ Bridges office and in ADEN`s office is a must. In SSE/P.Way, one works branch clerk is must, since Store was involved to maintain all stores records as the Assets of Railway materials bear many crores of rupees which has to be safeguard.

Hence, maintenance of DBR, DBI, Kutcha register, Issue and receipt of P.Way materials, consumable items like HSD oil for all Track machine working, paints, grease etc are a must. The clerk should maintain monthly/Quarterly/yearly returns, preparation of Completion report for all contract works for all contract works and to make all correspondence to division & ADENs. Further, the Clerk has to prepare all DS 8 materials, placing of Indents (Stock, Non stock items) etc.

In SSE/Works office, one Works branch clerk is a must, since store is involved & to maintain all stores records, duly maintain DBR, DBI, Kutcha

register, Issue of materials to carry out the Petty repairs to Quarters, station building, pipe materials, paint etc. The clerk should prepare monthly/Quarterly/yearly returns, Preparation of completion report for all contract works and to make all correspondence to division & ADENs.

In SSE/Bridges/ED office, similar such works of SSE/P.Way and Works are involved.

In ADEN`s office, one clerk is a must for processing and Preparation of contractor`s bill. Preparation of Deviation/variation Statement, currency extension etc is required. In addition, the clerk has to deal DAR correspondence, personnel matters such as Processing and Issue of promotion orders to TM Grade IV & III, Processing and forwarding of One way request transfer, register maintenance within the section etc.

In SA Division, 15 SSE/P.Way sections, 7 SSE/Works, 1 Bridge section & 6 ADEN sub divisions are functioning. Hence the total requirement of Ministerial staff in field office is 29 Nos. In all SSE/PW units and ADEN office, Works branch clerks have been provided. The total No. of works branch clerk available in the field units is 23 instead of 29. For the remaining offices, men could not be posted due to shortage. Apart from this, four staff are working in CN unit on deputation and physically not working in SA Division.

Planning Branch Remarks:

It has been observed that more than sufficient number of Track Maintainers is being utilized for maintaining Stores and allied Activities as also preparation of PCDO in each and every P. Way Units. Hence, the requirement of designated Ministerial staff doesn't arise in the present changed scenario.

4.2 Co-ordinating Officer`s views:

In the Work study report, it was mentioned that three clerks are available in SSE/Works units. In this connection it is submitted that two clerks only are available and in SSE/W/O/SA, the clerk is a long absentee and DAR action is being taken to remove him from service. As per para

3.8, in the work study it was mentioned that 4 Nos. of Work charged posts in the category of OS is being utilized in the office and the same is allowed to continue. But the actual fact is even though 4 work charged posts are existing, more than three years, it was vacant and the men were not posted due to non-availability. This fact is not taken into account by the work study.

In Divisional office, in Stores section, Establishment section and Land section only one Ministerial staff is available in each section. In Stores section, minimum three clerks are required and in Establishment & Land section, two clerks each is required. Due to Shortage of staff, additional staff could not be posted. These facts has not been taken during the Work study. Further, separate Ministerial staff are not available for Audit, CR drawal and Imprest activities.

Planning Branch Remarks:

Noted. As per the statement issued by the office of the DPO/SA, 4 Work charged posts are existing and it is not informed during the field study that the currency is not extended with regard to the Work charged Posts. The requirement of additional manpower in some sections like Establishment, Land, Budget etc is not agreed to, as 4 staff is working in CN units on deputation and they can be called back.

4.3 Co-ordinating Officer's views:

In view of the above, it is once again reiterated that the total Number of Sanctioned Ministerial category posts is 49 Nos. Cadre Restructuring of Ministerial posts should be implemented as per Railway Board orders. Hence, surrendering of OS & Sr. Clerk cannot be agreed.

Further, vide Memorandum No. SA/P.275/I/PS dt. 31.07.2020, Four (Non-safety - caretaker) posts have been surrendered.

Merely cutting down number of posts will not result in Expenditure control, instead it will affect the smooth functioning Of office working. In SSE/PW office, crores of rupees of Railway Assets are available and the same should be safeguarded and be Maintained properly so as to avoid

loss to the Railways. Hence, Considering the above, the proposal of surrendering of posts does not arise.

Planning Branch Remarks:

Agreed to. The surrendered 4 posts vide Memorandum number SA/P.275/I/PS dated 31.07.2020 will also be considered.

The Division is requested to identify some more posts in Non- safety category in order to fully comply with the 50% surrender of vacancies in non-safety categories of Engineering department vide GM/SR letter P(Coord)/135/AP/2020 Dated 16.07.2020. It is to be mentioned that 11 posts in the Engineering Branch is identified as non-safety.

Hence, no revision of recommendations is made in the Final Work study report and is requested to surrender the 6 posts identified as surplus in the non-safety category.

SR SR.

CHAPTER - V**5.0 FINANCIAL SAVINGS**

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

Sl. No	Category	Grade Pay	No. of posts	Money value (Rs.)	Total Annual savings (Rs.)
1.	OS	4200	2	86463	2075112
2.	Sr. Clerk	2800	4	71078	3411744
TOTAL			6		54,86,856

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ANNEXURE I**SAVE` STATEMENT OF Sr.DEN/O/SA**

Sl. No	DESIGNATION	SANCTION	ACTUAL (incl. Field staff)	VACANCY	EXCESS
1	CH.OS	10	10	0	0
2	OS	28	26	2	0
3	SR.CLERK	7	3	4	0
4	JR.CLERK	4	7	0	3
TOTAL		49	46	6	3
1	SSE/Drg	7	5	2	0
2	JE/Drg	4	3	1	0
3	Trainee JE/Drg	0	3	-	-
TOTAL		11	11	3	0



Southern Railway

No.SA/W.349/MPP

Divisional Office,
Works Branch,
Salem
Dated 21.01.2021

Dy.Chief planning officer/MAS

Through DPO/SA

Sub: Work Study to review the Ministerial staff strength including Drawing branch at Sr.DEN.Co/O/SA –Salem Division-Reg

**Ref: SDGM/MAS letter D.O. No. G.275/WSSR-402021/2020-21
dt.08.01.2021**

A work study has been conducted by Head quarters Planning Branch to review the staff strength of Ministerial strength including Drawing branch of Sr.DEN.Co/O/SA and has recommended for surrender of the 3 posts of OS with GP.Rs.4200/- and three vacant posts in the category of Sr.Clerk with GP Rs.2800/-

Regarding this, the following remarks are offered.

Vacancy statement of Ministerial staff in Sr.DEN.Co/O/SA as on 07.01.2021 is as follows:

Sl.No.	Designation	Sanction	Actual (including field staff)	Vacancy	Excess
1	Ch.OS	10	10	NIL	-
2	OS	28	26	SC-1, ST-1	-
3	Sr.Clerk	7	3	4	-
4	Junior Clerk	4	7	-	3
	Total	49	46	6	3
Vacancy statement of Drawing staff					
1	SSE/Drg	7	5	2	0
2	JE/Drg	4	3	1	-
3	Trainee JE/Drg	0	3	-	-
	Total	11	11	3	0

Note: Actual not exceeds against total sanction.

As per the recommendations, 3 posts in the category of OS with GP.Rs.4200/- and 3 vacant posts in the category of Sr. Clerks found excess to the requirement, and these posts are to be surrendered, **is not agreed, due to the following reasons.**

1. In OS category only two posts are vacant, that too, one SC and one ST post only vacant and the posts could not be filled due to non-availability of suitable SC & ST persons in lower category. These OS posts will be downgraded to Sr.Clerk / Jr.Clerk and suitable SC & ST candidates will be filled up shortly. Surrendering of the two vacant SC & ST posts are against reservation policy.
2. Total number of sanctioned Ministerial category is 49. Ministerial posts for various category such as Ch.OS/OS/Sr.Clerk/Junior Clerk is a policy matter. Cadre restructuring of Ministerial posts should be implemented as per Railway Board's order. Ch.OS 10 Nos (Level-7) -19% (i.e. % age increased from 12% to 19%), OS=28 Nos. (Level-6) (i.e. % age increased from 45% to 53%), Sr.Clerk =7 (Level-5) (% age reduced from 23% to 15%) & Jr.Clerk=4 Nos (L-4) (% age reduced from 20% to 13%) Hence, surrendering of category in OS & Sr.Clerk cannot be agreed, since Railway Board Orders should be followed scrupulously. Further, to implement Cadre restructuring of Ministerial posts surrendering of Sr.Clerk & Junior Clerk equivalent to the money value has already been done to implement the orders. Hence, question of surrendering of OS (L-6) & Sr.Clerk (L-5) does not arise. In addition SC&ST posts cannot be surrendered at any cost and it will lead against reservation policy.
3. Regarding 4 vacant posts of Sr.Clerks, it will be filled up shortly from lower category and the process for selection is under process.
4. **The activities of Works Branch Clerk in Engg. department are as follows.**

It is submitted that, **One Works Branch Clerk in all SSE/PW/Office, SSE/Work Office, SSE/Bridges office and in ADEN's Office is a must.**

In SSE/P.Way, one works branch clerk is must, since Store was involved, to maintain all stores records as the Assets of Railway materials, many Crores of rupees are to be safeguarded. Hence, maintenance of DBR, DBI, Kutcha register, Issue and Receipt of P.Way materials Consumable items, like HSD oil for all Track Machine working, paints, grease, etc. are a must. The clerk should prepare monthly/ Quarterly/ yearly returns, preparation of Completion Report for all contract works and to make all correspondence to Division & ADENs. Further, the Clerk has to prepare all DS-8 materials, placing of Indents (Stock items & Non-stock items), etc.

In SSE/works office one Works Branch clerk is a must, since store is involved & to maintain all stores records, duly maintaining DBR, DBI, Kutcha register, Issue of materials to carry out Petty Repairs to quarters, station building, pipe materials, paints etc. The clerk should prepare monthly/Quarterly/yearly return, preparation of completion report for all contract works and to make all correspondence to Division & ADENs.

In SSE/Bridges/ED office, similar such works of SSE/P.Way and Works are there.

In ADEN's office one clerk is a must for processing and preparation of contractor bills. Preparation of Deviation/Variation statement, currency extension, etc., is required. In addition the clerk has to deal DAR correspondence, personnel matters such as processing and issue of promotion orders to Track Maintainer Gr.IV & III, processing and forwarding of One way request transfer, maintenance of request transfer register within the section, etc.

5. **In SA Division, 15 SSE/PWay Sections, 7 SSE/Works, 1 SSE/Br/ED & 6 ADEN Sub-Division are functioning. Hence, the total requirement of Ministerial staff in field office is 29 Nos.** In all SSE/PW/units and ADEN office, Works Branch Clerks have been provided. Whereas, in SSE/Works (totaly 7 units), only Two works Branch clerks have been provided (i.e. SSE/Works/Podanur & SSE/Works/Erode Section.) **In SSE/Bridge/O/ED Works branch, Clerk is not available. Hence, the total No. of works branch Clerk available in field units is 23 only instead of 29. For the remaining office, men could not be posted due to shortage of Ministerial staff.** Apart from this four Ministerial staff are working in CN unit on deputation and physically not working in SA Division.
6. In the work study report it was mentioned that three clerks are available in SSE/Works unit. In this connection it is submitted that Two Clerks only are available and in SSE/W/O/SA the junior clerk is a long absentee and DAR action is being taken to remove him from service. **As per para 3.8 in the work study it was mentioned that 4 Nos of work charge posts in the category OS and is being utilised in the office and the same is allowed to continued. But the actual fact is even though 4 work charge posts are existing, more than three years, it was vacant and the men were not posted due to non-availability. This fact was not taken in to account properly by the work study.**
7. In Divisional office, in Store Section, Establishment section & Land Section, only one Ministerial staff is available in each section. In Store section minimum three Clerks are required and in Establishment section

& Land Section each two clerks is required. Due to shortage of staff, additional staff could not be posted. These facts has not be taken during work study. Further, separate ministerial staff are not available for Audit, CR drawal and Imprest activities.

In view of the above, it is once again reiterated that total number of sanctioned Ministerial category posts is 49 Nos. Ministerial posts for various category of Ch.OS/OS/Sr.Clerk/Junior Clerk are a policy matter. Cadre restructuring of Ministerial posts should be implemented as per Railway Board's order.(Ch.OS (L-7) 19% (i.e. % age increased from 12% to 19%), OS (Level-6) (i.e. % age increased from 45% to 53%), Sr.Clerk (L-5) % age reduced from 23% to 15%) & Jr.Clerk (L-4) (% age reduced from 20% to 13%). Hence, surrendering of category in OS & Sr.Clerk cannot be agreed, since Railway Board Orders should be followed scrupulously. Further, to implement Cadre restructuring of Ministerial posts surrendering of Sr.Clerk & Junior Clerk equivalent to the money value. has already been done. Hence, question of surrendering of OS (L-6) & Sr.Clerk (L-5) does not arise. In addition ST posts cannot be surrendered at any cost and it will lead to reservation of rules.

Further, vide memorandum no. SA/P.275/I/PS dt.31.07.2020, four (non safety category) caretaker posts have been surrendered.

Merely, cutting down number of posts will not result in expenditure control, instead it will affect the smooth functioning of system of office working. In SSE/PW/Office & SSE/W/Office, Crores of Rupees of Railway assets are available and the same should be safeguarded and assets should be maintained properly, so to avoid loss to the Railways. Hence, considering the above, the proposal of surrendering of posts does not arise.

Submitted for kind information.


21.01.2021
Sr.DEN/Co.ord/SA

c/-DRM for kind information
c/-ADRM for kind information