



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-722021/2020-21

Dated: 28.12.2020.

DRM / MDU

Sub : Work study to review the Staff Strength at Sr.DPO/O/MDU –
MDU Division.

Ref: (1) SDGM's D.O. letter No.G.275/Annual Prog./2020-21
dated 11.09.2020.

(2) This Office letter of even No. dated 15.09.2020.

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: PCPO/MAS

(Encl: One copy of the study report)

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



**WORK STUDY TO REVIEW THE STAFF
STRENGTH AT Sr. DPO/O/MDU
(MINISTERIAL AND ERSTWHILE
GROUP `D`) - MADURAI DIVISION**

SOUTHERN RAILWAY

PLANNING BRANCH

G.275/WSSR- 722021/2020-21

WORK STUDY TO REVIEW THE
STAFF STRENGTH AT Sr.DPO/O/MDU
(MINISTERIAL AND ERSTWHILE GROUP`D`)
MADURAI DIVISION

STUDIED BY

**WORK STUDY TEAM
OF
PLANNING BRANCH**

DECEMBER 2020



(i)
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(i)

ACKNOWLEDGEMENT

The study team acknowledges the guidance and input rendered by APO/T/MDU and Ch.OS/General, and CS&Wis of Madurai division during the work study.

(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 Sr.DPO/O/MDU (Ministerial and Erstwhile Group `D`) – MDU Division.

(iv)

METHODOLOGY

The following methodology has been adopted while conducting the study:

1. Collection of data from Individual Sections.
2. Interaction with concerned officer and In-charge of the sections.
3. Applying the yardstick wherever applicable and also on need base.

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(v)

**SUMMARY OF RECOMMENDATIONS****Recommendation No.1:**

Three posts in the category of Jr. Clerk with grade pay Rs. 1900/-,  
 Three vacant posts in the category of Sr. Clerk with grade pay Rs. 2800/- and  
 Six posts of OS with grade pay Rs. 4,200/- are found excess to the requirement,  
 the same may be surrendered and credited to the Vacancy Bank.

**(12 POSTS)****Recommendation No.2:**

1 vacant post in the category of Peon with grade pay Rs. 1800/- is found excess  
 to the requirement, the same may be surrendered and credited to the Vacancy  
 Bank.

**(1 POST)****[Total – 13 POSTS]**

***Suggestions for the system improvement in the Personnel Branch:***

The Work study team is of the opinion that the PB clerks of Open line can maintain two P.Way depots instead of one by three days work /week in each depot. This can be inferred from the following reasons.

- The Present strength of each P.Way/Works depot is in the range of 160 to 170 on an average. With regard to the preparation of Pay bills, the revised yardstick for a Bill clerk is 345.
- After the implementation of IPAS, there is no need to enter the basic data of the employee every time. Only minimum number of fields is to be entered viz., NDA/NHA/TA/PF.
- Issue of Privilege Pass/PTO is in the advanced stage of applying Online by the employee himself.
- Cadre control of Tech II & I can be transferred to the Division as the cadre of Sr. Tech/JE and SSE is being maintained by the Divisional office Clerks. Moreover this activity is not a routine one.

## CHAPTER – I

### 1.0 INTRODUCTION

- 1.1 Madurai division is the largest division of Southern Railway in terms of Route kilometres and second largest by Revenue. The division was formed in the year 1956. Madurai is bounded on the North by the districts of Dindigul and Tiruchchirappalli, Sivagangai on the east, Virudhunagar on the south and Theni on the west.

Madurai lies on the flat and fertile plains of the river Vaigai. The city built around Meenakshi Amman Temple is also referred as Koodal in olden days which mean an assembly of scholarly people, referring to the three Tamil Sangams held at Madurai.

Madurai, one of the six divisions of Southern Railway is located at a distance of 497 km from Southern Railway Headquarters having a route kilometrage of 1295 out of which 1245 and 50 kms as BG and MG respectively. Total running track kilometers come to 1448.

The study of staff strength at Sr.DPO/O/MDU is one of the areas of 15 activities selected by Indian Railways which comes under Personnel department. The Personnel Department/MDU is controlled by Sr. DPO in Divisional level, PCPO in Zonal and DG/HR at the Apex level.

### 1.2 Role of Personnel Department:

The Personnel department has a key role in rightsizing the manpower of not only Indian Railways but also of any organization. The cadre of this Branch in IR is entrusted to the dedicated Indian Railway Personnel Service (IRPS) cadre. This cadre has the distinction of being the only specialized central Group`A` service for Human Resource Management in Government of India.

Since its creation, the service has been instrumental in ushering significant improvement in HR systems and processes, restoring and maintaining harmonious Industrial relations, recruitment and Man power planning, Training and development, Administration of labour laws, and Employee welfare.

The success of any organization lies in the strategic management of its resources. The need of the hour is to unlock the potential within the organization and to act as a catalyst in reshaping the entity in commensurate with the digitization and elimination the redundancies.

The function of Personnel department in Indian Railways is to assist in procurement, development and retention of Human resources necessary for its success. In IR, the personnel department is surging ahead with a plethora of application packages, the latest being IPAS, e-Office and HRMS. It acts as a bridge between the various departments in rightsizing the manpower through Work studies and MPP.

- 1.3 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.
- 1.4 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 made in the Personnel department.





## CHAPTER – II

### 2.0 PRESENT SCENARIO

- 2.1 PB/MDU is under the head of Sr.DPO who in turn has two APOs assisted by various Chief Office Superintendents and Welfare Inspectors.
- 2.2 The vacancy statement of PB/MDU is furnished below which is also placed as **Annexure I.**

#### **Group `C`**

| Designation  | Sanction  | Actual    | Vacancy   | Excess   |
|--------------|-----------|-----------|-----------|----------|
| Ch. OS       | 19        | 15        | 4         | -        |
| OS           | 52        | 45        | 7         | -        |
| Sr. Clerk    | 11        | 3         | 8         | -        |
| Jr. Clerk    | 11        | 16        | -         | 5        |
| <b>Total</b> | <b>93</b> | <b>79</b> | <b>19</b> | <b>5</b> |

**Note:** Out of the present strength of 79, 2 staff are working in DSC office (OS – 1, Jr. Clerk – 1) .

#### **Erstwhile Group `D`**

| Designation   | Sanction  | Actual    | Vacancy  | Excess   |
|---------------|-----------|-----------|----------|----------|
| Peon          | 10        | 10        | -        | -        |
| Record Sorter | 0         | 0         | -        | -        |
| <b>Total</b>  | <b>10</b> | <b>10</b> | <b>-</b> | <b>-</b> |

- 2.3 The Personnel Department deals with the staff matters broadly classified as *Establishment and General Sections* which comprises of various sub sections viz., Bills, Cadre, Settlement, Pass, Gazetted, Policy, Court cases etc.

It is to be mentioned that 2 sections viz. MPP & HOER are dealt with by Welfare Inspectors independently hitherto maintained by Ministerial staff. Apart from this, 5 Welfare Inspectors are coordinating with the sections namely Settlement, Grievances, Court cases, RTI & Reservation.

**2.4 Deployment of staff in each section including Welfare Inspectors:  
(As on 05/11/2020)**

| <b>Sl. No.</b> | <b>Section</b>                            | <b>No. of Ministerial staff</b> | <b>No. of Welfare Inspectors</b> |
|----------------|-------------------------------------------|---------------------------------|----------------------------------|
| 1              | Bill section including Gazetted           | 30                              | --                               |
| 2              | Cadre including SR /Leave updating        | 23                              | --                               |
| 3              | HBA & other advances                      | 1                               | --                               |
| 4              | Settlement                                | 4                               | 1                                |
| 5              | NPS                                       | 1                               | --                               |
| 6              | Confidential, APAR, Review, Selection     | 2                               | --                               |
| 7              | Pass section                              | 4                               | --                               |
| 8              | Grievances redressal                      | 1                               | 1                                |
| 9              | Recruitment, CG cell, RRB/RRC indent/TADK | 2                               | --                               |
| 10             | others (Sr.DSC/O/MDU)                     | 2                               | --                               |
| 11             | MPP & Stat                                | 0                               | 1                                |
| 12             | D & A                                     | 2                               | --                               |
| 13             | Court cases                               | 2                               | 1                                |
| 14             | RTI                                       | 1                               | 1                                |
| 15             | T&P/Budget                                | 1                               | --                               |
| 16             | HOER cell                                 | 0                               | 1                                |
| 17             | Reservation cell                          | 1                               | 1                                |
| 18             | Computer & Quarters                       | 2                               | --                               |
| 19             | Section Welfare Inspectors                | 0                               | 5                                |
| <b>TOTAL</b>   |                                           | <b>79</b>                       | <b>12</b>                        |

**2.6 Deployment of Group `D` staff (As on 05/11/2020):**

| <b>Sl. no.</b> | <b>Officer/Section</b> | <b>No. of staff</b> |
|----------------|------------------------|---------------------|
| 1              | Sr. DPO                | 1                   |
| 2              | APO/T                  | 1                   |
| 3              | APO/M                  | 1                   |
| 4              | Despatch               | 2                   |
| 5              | Settlement             | 1                   |
| 6              | Engg & Mech Cadre      | 1                   |

|              |               |           |
|--------------|---------------|-----------|
| 7            | Traffic Cadre | 1         |
| 8            | SR cell       | 1         |
| 9            | EDPM/O/MDU    | 1         |
| <b>TOTAL</b> |               | <b>10</b> |

## 2.7 Details of activities involved in PB in General(Section wise)

### ESTABLISHMENT / CADRE SECTION

- Appointments.
- Transfers (within Division)
- Inter Railway/Inter-Divisional Transfers.
- Fixation of pay, stepping up of pay etc.
- Preparation of statements like MA Report, quarterly, halfyearly, Lok Sabha questions, **S.A.V.E.** Statements etc.
- Promotions (Non-selection)
- Conducting selections.
- Dealing with V.R. Cases.
- Publication of seniority lists
- Publication of priority list of registrations to stations
- Registration of Transfer requests and giving acknowledgements.
- Making entries in SR.
- Dealing with cases of purchase of movable and immovable properties.
- Issue of NOC for obtaining pass port to visit foreign countries.
- Sending SRs and receiving SRs on transfer.
- Maintenance of seniority registers, staff registers.
- Upgradation under MACP scheme.
- Remarks for court cases, CA-III and MP references.
- Maintaining and updating of Roster Registers.
- Dealing with grievances of employees, through trade unions etc., Various Inspection Notes.
- Decentralisation of posts controlled by Hd.Qrs – Preparation of new PB Rosters, Selection to be done wherever required.
- Medical decategorisation, creation of supernumerary posts.

- Remarks for PNM at Divisional/HQ level.
- RTI Act – offering Remarks, supplying documents (Copies) to SWI/RTI.
- Certifying service details of employees on the applications to be submitted for admission to Kendriya Vidyalayas.

## **BILL SECTION**

- Preparation of Salary Bills & Supplementary Bills
- Withdrawal of Provident Funds – Applications.
- Bills for Cash Awards,
- Leave regularization bills.
- Composite transfer Grants,
- Bills on arrears of DA/NDA
- Preparation of Income Tax Statement, Form 16
- Preparation of PLB.
- Preparation of Salary Bill and other Correspondences related with Gazetted Officers.
- Preparation of anticipated debits (withholding of DCRG/Non-vacation of quarters).
- Calculation of interest dues on various advances.
- Issue of salary certificates & Last Pay certificates etc.
- Maintenance of advance registers.
- Preparation of working sheets for re-fixation of pay and getting approval on supplementary bills.
- Court attachment - Recovery as per the orders of courts duly maintaining register.
- Clearance of Audit and Accounts Inspections reports and offering remarks.
- Feeding of mileage of traffic running staff in the Traffic bill section.
- Timely recovery of various advances.
- Calculation of OTA.
- Arranging Children Education Allowance.
- Updating of Leave Charts- CCL, ML, PL, Ex. India Leave etc.
- Preparation of various statements as required by H.qrs.
- Redressal of staff grievances pertaining to Bill matters.

- Passing of Leave encashment.
- Recovery of damage rate of rent, Manual preparation of WCA compensation, Ex Gratia Lumpsum payment.
- Offering para-wise remarks to various court cases to Court section.
- RTI Act – Offering Remarks, supplying documents (Copies) to SWI/RTI.

### **PASS SECTION**

- Issue of Pass & PTOs to serving employees.
- Issue of Post Retirement Complimentary passes to the retired employees.
- Issue of widow passes, Freedom Fighter passes, Pass on union accounts, Scholar passes, etc.
- Issue of on duty Cheque passes to the serving employees.
- Issuing of DCPs to various serving staff.
- Issue of Pass Identity Cards to the retired railway employees/renewal of Pass Identity cards.
- Maintaining Family Composition Registers (Yearly), Pass Registers etc.
- All correspondences related to passes & Transfer of passes.
- Procurement of sufficient Cheque/Card passes and PTOs.
- RTI Act – offering remarks, supplying documents (Copies) to SWI/RTI.

### **GENERAL / MISC. SECTION**

- Receiving correspondence files of all departments.
- Receipt of all Head quarters, local and postal letters.
- Registering the tapals and marking to PB Officers/PB sections.
- Despatching all the outgoing tapals duly maintaining registers.
- Receipt and Delivery of correspondence files to and from various other branches.
- Delivery of different types of letters like HQ tapals, local, postal and different types of appointment letters etc.
- Placing indents for various stationeries.
- Maintaining T&P account.

- Procurement of computers, condemnation of overaged computers & Peripherals.
- Maintaining Imprest cash.
- RTI Act – offering remarks, supplying documents (Copies) to SWI/RTI.

## **SETTLEMENT SECTION**

- Supply of Pension Books to retirees, issue of settlement forms for claiming Family pension.
- Arranging settlement dues to the retiring employees for Normal cases & Other than normal cases, twice in a month.
- Arranging compassionate allowance to the removal cases.
- Revision in settlement dues due to revision of DA (twice in a year).
- Conducting Pension Adalat & Mid term Pension Adalat.
- Furnishing various data & statement to HQ as and when required and providing details for monthly ONR meeting.
- Arranging Funeral advances, bonus on social security scheme, ex-gratia payments.
- Counseling of retiring staff.
- Revision of pension due to promotion, MACP, restructuring and various court cases.
- Arranging Life time Family pension to physically handicapped and mentally retarded dependent children of pensioners.
- Offering para-wise remarks to Original Applications to Court sections.
- Offering remarks to Accounts /Audit reports.
- Arranging family pension to the widow/unmarried/divorced daughters.
- Arranging Family pension for spouse/next beneficiary.
- Inclusion of physically handicapped children as next beneficiary in the PPO.
- Arranging Family pension to a minor through Guardian as per Court Orders.

- Sending VR/SNP /Medically Unfit cases for medical examination for claiming commutation.
- Correspondence related to Railway Board references, MP& HQ. References.
- Pension revision due to implementation of VII PC recommendations and issue of revised PPOs.
- Issue of RELHS ID Card, Pass ID Card at the time of retirement.
- Preparation of Retirement list year-wise, Quarterly & monthly.
- Indenting Gold Plated Silver Medal, and Bag, supplies the same to retiring staff.
- Maintenance of SRs/PCFs of retired staff, retirement case files at Record room.
- Distribution and collection of SRs, PCFs & Settlement case files to the staff.
- Maintaining Master Register of Retirement staff.
- Revision of Pension as per New Pay Commission.
- RTI Act – offering Remarks, supplying documents (Copies) to SWI/RTI.

#### **TRADE UNION CELL**

- All correspondences of the section.
- Maintenance of records/registers.
- Liaison with all branches and collect remarks for PNM Meetings and other meetings like Pin pointing Meeting, Rules meeting.
- Conducting PREM meeting.
- Conducting PNM/FNM.
- SBF & DSBF.
- RTI Act – offering Remarks, supplying documents (Copies) to SWI/RTI.
- Sanctioning of Special Casual Leave on various grounds on Trade Union account.

#### **DAR SECTION**

- Dealing with DAR cases.

- Clarification of DAR to all departments.
- Vetting SF-5/SF-11 before issue of other than Personnel department.
- Processing of individual cases and also making necessary entries then and there in the respective SRs after imposition of penalty and upto Mercy appeal.
- Furnishing para-wise remarks to court section involving DAR cases.
- Processing increase/decrease in the subsistence allowance in case of suspended employees.
- Processing compassionate allowance in case of removal/dismissal of employees.
- Processing appeal and revision petitions submitted by the employees.
- Submission of weekly absentee statements for the safety meeting, monthly MA report and other statements as required by Hd.Qrs.
- RTI Act – offering Remarks, supplying documents (Copies) to Staff Welfare Inspector /RTI.
- Correspondence relating to summons issued by Courts.

### **COURT CELL**

- Preparation of para-wise remarks, reply statements / Affidavits / Criminal Misc. Petitions / Misc. Applications / Executive Petitions / Sp. Leave Petitions for all court cases.
- Attending courts and Tribunals wherever Railway is being impleaded.
- Briefing Railway advocates on establishment matters and briefing case details with headquarters in case of appealing of SLPs.
- Feed back to co-ordination cell regarding number of court cases dealt every month and number of cases won for and against the administration. etc.
- RTI Act – offering Remarks, supplying documents (Copies) to Staff Welfare Inspectors/RTI.

### **CONFIDENTIAL SECTION**

- Registration of Compassionate Grounds Appointments.



- Submission of Statements periodically.
- Redeployment of medically de-categorised staff.
- Receipt and distribution of confidential Tapals.
- Receipt and distribution of reports regarding preventive checks conducted by the Vigilance Organisation.
- Nomination of Selection/Suitability committees.
- Finalisation of APARs for PB and School staff.
- Receipt and distribution of RRB papers.
- Processing of papers on Sports, Cultural and Scouts & Guides appointment.
- Divisional Level Complaint Committee nomination in sexual harassment cases.
- Convening meeting of the Divisional committee as and when complaints are received.
- Furnishing list of employees to be considered for Railway week awards – Personnel Branch.
- Other confidential subjects entrusted by Personnel Branch Officers.
- RTI Act – offering Remarks, supplying documents (Copies) to SWI/RTI.

#### **RTI / HOER SECTION**

- Registering and distribution of RTI cases to the concerned section.
- Collection and verification of remarks.
- Connecting with RTI Act.
- Draft put up to APIO & Public Information Officer and finalization.
- Dealing of appeals with PIO and Appellate authority.
- Replying to the appeal.
- Preparation of reply for the Chief Information Commissioner decision & getting approval from PIO & Appellate authority.
- Sanctioning the reply /remarks to the CIC.
- Preparation of monthly and quarterly statements.
- Put up Cheques/DDs collected as Fee to Sr.DFM.
- Preparation of duty Rosters as per HOER.
- Correspondence with Depots.
- Offering remarks for PNM, FNM subjects.

- Reply to Labour Enforcement Officer /Asst. Labour Commissioner / Regional Labour Commissioner in inspection reports and individual complaints.
- Works related to job analysis and reclassification.
- RTI Act – offering Remarks, supplying documents (Copies) to SWI/RTI.

## **CO-ORDINATION SECTION**

- Preparation of Monthly Appreciation Report.
- Preparation of Book of Sanction.
- Collecting details for PCPO Meeting, Video Conference and GM's Inspection.
- Bench marking.
- Achievement of Division.
- Surrender and creation of posts.
- Extension of currency of temporary posts, confirmation of temporary posts,
- Granting /Closing of HBA, Maintenance of Vacancy Bank.
- Circulation of PB Circulars.
- Issue of Medical Identity cards for serving employees.
- Miscellaneous statement to H.Qrs, collection and co-ordination.
- GM's Efficiency shield.
- Territorial Army, Policy files, upkeep of Rule Books and distribution.
- Budget grant under Civil Demand. No. 31 (Loans, advances other than HBA).
- Work study program.
- Audit-TA Notes, inspection report.
- Returns to employment exchange,
- Staff Canteen.
- Budget, general correspondence.
- Use of Hindi in Departmental Exam.
- Recruitment to various posts etc.
- Statistical statement No. 40, Pay & allowances of running staff.
- Railway Institutes, Co-operative stores.

- Parliament questions, professional tax,
- Calling volunteers for various categories, Granting SCL on sports account, new pension scheme, Holiday, stock sheets, Selection for Group –B posts, Deputation / Selection.
- Staff quarters, conducting Housing Committee meeting.
- Dealing with Reservation policy, Vetting of Roster Register and promotion properly.
- Preparation of monthly statement of SC/ST Shortfall.
- Annual statement of SC/ST shortfall.
- Correspondence with Liaison officer.
- Dealing with SC/ST staff grievances.
- Correspondence with False community certificate holders.
- RTI Act – offering Remarks, supplying documents (Copies) to SWI/RTI.

## 2.8 List of PCs and Printers available in PB/MDU:

| Sl. No. | Section              | No. of Systems | No. of Printers |
|---------|----------------------|----------------|-----------------|
| 1       | Officers Secretariat | 3              | 3               |
| 2       | Computer Centre      | 9              | 1               |
| 3       | Admin                | 1              | 1               |
| 4       | D&AR                 | 1              | -               |
| 5       | Welfare              | 5              | 4               |
| 6       | Typist               | -              | -               |
| 7       | Court                | 2              | 2               |
| 8       | Co-ordination        | -              | -               |
| 9       | Settlement           | 5              | 4               |
| 10      | Operating            | 6              | 4               |
| 11      | R&T                  | -              | -               |
| 12      | Commercial           | 2              | -               |
| 13      | Catering             | -              | -               |
| 14      | Mechanical           | 4              | 1               |
| 15      | Electrical           | 3              |                 |
| 16      | Engineering          | 3              | 1               |
| 17      | Medical              | 2              | 1               |
| 18      | S&T                  | 2              | -               |

|    |                       |    |    |
|----|-----------------------|----|----|
| 19 | Reservation           | 1  | 1  |
| 20 | Stores                | 1  | 1  |
| 22 | Labour                | 1  | -  |
| 23 | Rules                 | -  | -  |
| 24 | FCC                   | -  | -  |
| 25 | Gaz. Bill             | 1  | 1  |
| 26 | Gaz. Cadre            | -  | -  |
| 27 | Gaz. Court            | -  | -  |
| 28 | Non-Gaz. Confidential | 1  | 1  |
| 29 | Gaz. Confidential     | -  | -  |
| 30 | Pass                  | 3  | 3  |
| 31 | SFC                   | 1  | -  |
| 32 | PG Bill & Cadre       | 2  | 1  |
| 33 | PNM                   | 1  | 1  |
| 34 | RTI                   | 1  | 1  |
| 35 | CP                    | 1  | 2  |
| 36 | Steno                 | 2  | 2  |
|    | Total                 | 64 | 36 |

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## **CHAPTER – III**

### **3.0 CRITICAL ANALYSIS**

- 3.1 The activities involved in various sections under Sr.DPO/DPO have been covered under Chapter **II**
- 3.2 Since the cost of manpower is the biggest component of the expenditure of IR, rightsizing of manpower to reduce unit cost is an effective way to increase efficiency of Indian Railways. For rightsizing of Indian Railways, Railway Board has issued guidelines on restricting the intake of staff to 1% of on roll strength. This by itself may not be sufficient in the long run since essential staff like drivers, guards, running staff, train passing staff etc., will be required to be replaced on their retirements as a continuous process. Therefore along with restriction of intake it will be necessary to redistribute the staff so that they are better utilized.
- 3.3 Benchmarking offers a solution for rational reduction and redistribution of staff and can be a very handy tool for rightsizing of Indian Railways. Since benchmarking is a zero based exercise it will immediately identify areas of manpower slack and areas of shortfall of staff. Benchmark will keep changing un-like yardstick. By the benchmark exercise, it should be possible to arrive at new benchmark of staff requirement for various activities on a continuous basis to replace the age old yardstick. Benchmarking will identify the best, which is delivering the out put to a satisfactory level of quality with the least staff per unit of workload.
- As far as Personnel Branch is concerned the total employees in Division has been taken as representative workload and productivity ratio worked out in terms of Personnel staff per '000 employees in Division
- 3.4 Member (staff) vide D.O No.2001/Est/2800/Rly/Imp/I dated 21.05.2002, has directed all the Railways to take the following action on benchmarking report:
- a) For the activity centres/divisions with MPRs above the average should bring down their MPR to the IR average.
  - b) Other activity Centres/Divisions already having the benchmark below the Indian Railways average should try to move towards the best benchmarking figures on the Indian Railways.

Railway Board has sent a letter to all GMs stating that the Board in their meeting held on 15<sup>th</sup> October 2009 has observed that Board directed that the units which hold staff above IR average, shall endeavor to reduce strength to IR average and directed that all our efforts may be made to reduce the staff strength for all identified activities to IR average (Railway Board letter No.2006/E&R/2800 Rly/Imp/Vol.V (Corr) dt.10/12.11.2009).

- 3.5 The yardstick for personnel branch staff is prescribed only for those working in Pay Bill sections and Cadre/SR updating. For rest of the sections and miscellaneous activities, there is no yard stick. Hence the work study team has applied the yardstick wherever necessary and Need base for rest of the activities.

**Prescribed yardstick for Personnel Department vide RB Lr.No. E(MPP)2015/1/41 dated 12.10.2017.**

| Sl. No | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Yardstick                                                            |
|--------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|
| 1      | Pay Bill Sections                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | One Bill Clerk for 300 Employees                                     |
| 2      | Service Record                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | One Clerk for 500 SRs                                                |
| 3      | Cadre sections, where Policy/transfer/selection/Indent etc                                                                                                                                                                                                                                                                                                                                                                                                                                 | One Clerk for minimum/Dept. Thereafter Two Clerks for 1200 Employees |
| 4      | <b>Note:</b> <ul style="list-style-type: none"> <li>✓ Each Bill Clerk is to be provided with a PC with Internet connectivity separately.</li> <li>✓ Specialized training is to be imparted to bill Clerks to raise their productivity</li> <li>✓ Each Cadre dealer is to be provided with a PC and printer with Internet connectivity.</li> <li>✓ A separate section can be created for processing transfer cases of employees of all departments and its updation in COMPTRAN.</li> </ul> |                                                                      |

As per the revised Railway Board order No. 11-2019/SPMPS/Yardstick/2, dated 30.06.2020, it has been decided that the yardstick/norms of various O & M activities across all departments on the railway stand reduced by 15% on as is where is basis as an interim measure with effect from 01.07.2020. Accordingly, the work study team has revised the yardstick by 15 % as indicated in the following table.

| Sl.No | Description                                                | Yardstick                                                            |
|-------|------------------------------------------------------------|----------------------------------------------------------------------|
| 1     | Pay Bill Sections                                          | One Bill Clerk for 345 Employees                                     |
| 2     | Service Record                                             | One Clerk for 575 SRs                                                |
| 3     | Cadre sections, where Policy/transfer/selection/Indent etc | One Clerk for minimum/Dept. Thereafter Two Clerks for 1380 Employees |

- 3.6 As far as PB/MDU is concerned, 30 staff is engaged in Pay Bill sections whereas 23 staff in Cadre/SR updating sections. With regard to number of Bill units, it is 39 excluding Accounts and Security departments.

**PAY BILL SECTIONS:**

| Sl. No.      | Department                         | No. of employees | No. of Bill units | Existing staff | Requirement as per the revised yardstick (345) |
|--------------|------------------------------------|------------------|-------------------|----------------|------------------------------------------------|
| 1            | Engineering                        | 2932             | 17                | 17             | 8.5*                                           |
| 2            | Traffic                            | 2035             | 4                 | 5              | 6                                              |
| 3            | Mechanical                         | 1508             | 4                 | 5              | 4                                              |
| 4            | SEM (Signal, Electrical & Medical) | 1200             | 14                | 4              | 4                                              |
| 5            | Personnel & General                | 393              | 1                 | 1              | 1                                              |
| <b>TOTAL</b> |                                    | <b>8068</b>      | <b>40</b>         | <b>32</b>      | <b>23.5 say 24</b>                             |

\*In engineering department, Pay bills are prepared by the PB clerks of the concerned SSE/P.Way depots. In Madurai division, 17 such depots are functioning. Moreover, correspondence for promotions to Technician Grade II and I is also carried out by the concerned depot. Hence, 17 staff is allowed in place of 8.5 staff till the implementation of 1 PB clerk manning 2 depots. Then the total will be 24+8=32

**3.7 Duties in brief of Open line PB clerks:**

Preparation of pay bills for the staff of concerned depot.

Forwarding of NDA/NHA/PF/TA statements

Issue of Privilege Pass/PTO/EDP to the staff of the concerned depot.

Correspondence with regard to the promotions of Technician Grade II & I

### 3.8 ***Suggestions for the system improvement in the Personnel Branch:***

*The Work study team is of the opinion that the PB clerks of Open line can maintain two P.Way depots instead of one by three days work /week in each depot. This can be inferred from the following reasons.*

The Present strength of each P.Way/Works depot is in the range of 160 to 170 on an average. With regard to the preparation of Pay bills, the revised yardstick for a Bill clerk is 345.

After the implementation of IPAS, there is no need to enter the basic data of the employee every time. Only minimum number of fields is to be entered viz., NDA/NHA/TA/PF.

Issue of Privilege Pass/PTO is in the advanced stage of applying Online by the employee himself.

Cadre control of Tech II & I can be transferred to the Division as the cadre of Sr. Tech/JE and SSE is being maintained by the Divisional office Clerks. Moreover this activity is not a routine one.

However, the existing staff is allowed to continue till the implementation of one PB clerk manning two P.way depots.

#### **CADRE/SR UPDATING:**

| <b>Sl. No.</b> | <b>Department</b>                  | <b>No. of employees</b> | <b>No. of Service Registers</b> | <b>Existing staff</b> | <b>Requirement as per yardstick(575)</b> |
|----------------|------------------------------------|-------------------------|---------------------------------|-----------------------|------------------------------------------|
| 1              | Engineering                        | 2932                    | 2932                            | 3                     | 5                                        |
| 2              | Traffic                            | 2035                    | 2035                            | 7                     | 4                                        |
| 3              | Mechanical                         | 1508                    | 1508                            | 4                     | 3                                        |
| 4              | SEM (Signal, Electrical & Medical) | 1200                    | 1200                            | 4                     | 2                                        |
| 5              | PG                                 | 393                     | 393                             | 1                     | 1                                        |
| <b>TOTAL</b>   |                                    | <b>8068</b>             | <b>8068</b>                     | <b>19</b>             | <b>15</b>                                |



### 3.9 Requirement of staff (Section wise):

| Sl. No.            | Section                                 | Existing staff | Requirement/ Remarks         |
|--------------------|-----------------------------------------|----------------|------------------------------|
| 1                  | Bill section including Gazetted         | 32             | 32                           |
| 2                  | Cadre/SR/Leave updating                 | 19             | 15                           |
| 3                  | HBA & other advances                    | 1              | 1                            |
| 4                  | Settlement                              | 4              | 3                            |
| 5                  | NPS                                     | 1              | 1                            |
| 6                  | Confidential /APAR / Selection / Review | 3              | 2                            |
| 7                  | Pass section                            | 4              | 3 (Switching over to e-Pass) |
| 8                  | Grievance redressal                     | 1              | 1                            |
| 9                  | Recruitment, CG cell, RRB/RRC/TADK      | 2              | 2                            |
| 10                 | Sr.DSC/O/MDU                            | 2              | 2                            |
| 11                 | DAR section                             | 2              | 2                            |
| 12                 | Court cases                             | 2              | 2                            |
| 13                 | RTI                                     | 1              | 1                            |
| 14                 | T&P/Budget                              | 1              | 1                            |
| 15                 | Reservation cell                        | 2              | 2                            |
| 16                 | Computer section                        | 1              | 1                            |
| 17                 | Quarters section                        | 1              | 1                            |
| TOTAL              |                                         | 79             | 72                           |
| LR @ 12.5%         |                                         |                | 9                            |
| <b>Grand Total</b> |                                         |                | <b>81</b>                    |

### 3.10 Overall Sanction vs. Requirement:

| Sl.No              | Category  | Sanction   | Actual    | Requirement | Surplus   |
|--------------------|-----------|------------|-----------|-------------|-----------|
| 1                  | Ch.OS     | 19         | 15        | 19          | 0         |
| 2                  | OS        | 52         | 45        | 46          | 6         |
| 3                  | Sr. Clerk | 11         | 3         | 8           | 3         |
| 4                  | Jr. Clerk | 11         | 16        | 8           | 3         |
| <b>Total</b>       |           | <b>93</b>  | <b>79</b> | <b>81</b>   | <b>12</b> |
| Peon               |           | 10         | 10        | 9           | 1         |
| <b>Grand Total</b> |           | <b>103</b> | <b>89</b> | <b>90</b>   | <b>13</b> |

**Recommendation No.1:**

3 posts in the category of Jr. Clerk with grade pay Rs. 1900/-,

3 vacant posts in the category of Sr. Clerk with grade pay Rs. 2800/- and

6 vacant posts of OS with grade pay Rs. 4,200/- is found excess to the requirement; the same may be surrendered and credited to the Vacancy Bank.

**(12 Posts)**

**Recommendation No.2:**

1 vacant post in the category of Peon with grade pay Rs. 1800/- is found excess to the requirement, the same may be surrendered and credited to the Vacancy Bank.

**(1 Post)**

**[Total – 13 Posts]**

## **CHAPTER – IV**

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

The Co-ordinating Officer's views were received vide letter No. U/P.154/MPP dated 18.12.2020 and the Planning Branch's remarks on the Co-ordinating Officer's views are furnished below:

#### **4.1 Co-ordinating Officer's views:**

The following nature of work/section have been left out while analysing the workstudy

| Sl. No. | Nature of work                                                                                          | Staff required | Existing staff |
|---------|---------------------------------------------------------------------------------------------------------|----------------|----------------|
| 1       | Comptran                                                                                                | 1              | -              |
| 2       | SBF, Homeopathy clinic, Rly.Co-op. Store, SRECSS Ltd., Civil Defence, Canteen Committee correspondences | 1              | -              |
| 3       | Labour Section (WCA, EGLC, etc) RKM, Holiday Home, SRSA                                                 | 1              | -              |
| 4       | HRMS Admn.                                                                                              | 1              | -              |
| 5       | E-Office Admn.                                                                                          | 1              | -              |
| 6       | UMID & Railway ID Card                                                                                  | 1              | -              |
| 7       | SR Cell                                                                                                 | 2              | 1              |
| 8       | Trade Union Cell                                                                                        | 1              | -              |

#### **1) Comptran:**

As per Railway Board instructions, a separate section should be available for processing transfer cases of employees of all departments and its updation in COMPTRON.

#### **2) SBF:**

Sending various CSBF notifications for financial assistance in the category of Professional, Non-professional, Diploma, X, XIII, Sickness, Loss of Pay, Spectacles, etc.

- Preparing DSBF notifications for financial assistance for financial assistance in Education, Recreation, Sickness Benefit, etc.
- Receipt of Application from the Employees.

- Tabulation of Applicant details in Excel.
- Scrutinizing the Applications.
- Forwarding of eligible applications to HQ for Sanction.
- Preparation of individual Pay Order for distribution of sanctioned amount. Coordinating DSBF committee meeting.
- Preparing minutes of Meeting.
- Maintaining SBF accounts.
- Various procurements for Holiday Home, Magazines, systems, etc.
- Engagement of Homeopathy consultant.
- Claiming Honorarium for Homeopathy consultant.
- Procurement of Homeopathy Medicine.
- Payment of honorarium to the Psychiatric, De-addiction counsellor engaged in RH/MDU.
- Correspondences to Rly Coop Store, Rly Coop Credit Society, etc.

### 3) Labour Section:

- Processing of time bound WCA & EGLC cases.
- Allotment of Railway Kalyana Mandapam/MDU.
- Allotment of Holiday Homes at MMM, RMM, MDU, PLNI, KKL, CLM.
- Arrangements for conducting Inter-departmental tournaments (Cricket, Volleyball, Shuttlecock and Athletic meet for General and disabled)
- SCL to sports persons.

### 4) HRMS Admin:

- Coordinating with CRIS for troubleshooting.
- Assignment of Dealing Clerk, Verification Authority & Accepting Authority for Employee Master & e-SR.
- Correction of employee data in all the Tabs of Employee Master & e-SR.
- Assignment of Pass Issuing Authority, Pass Clerk & Employees during transfer, termination, appointment, etc.
- Assignment PF Advance & Loan Dealing Clerk, Verification Authority & Accepting Authority.
- Assignment of APAR Supervisor & Dealer.
- Assignment of Settlement Clerk, Verification Authority & Accepting Authority.
- To attend all the queries from Employees & Pass Issuing Authorities.

## 5) E-office Admin:

- In MDU division only one Admin for entire Division.
- Creation of gov.in ID duly collecting the Basic User Data from the newly joined employees duly coordinate with Railtel.
- Updation of Employees Master Data on promotions, transfers, retirement, etc.
- Transfer of Files/Receipts from existing dealer to current dealer.
- Arrangement for DSC duly coordinating with Railtel.
- Troubleshooting of DSC & other e-office issues. Getting data from other Divisions/Units of transferred employees duly coordinate with the Admin of respective Division/Unit.
- Updation of File Naming System.

## - 6) UMID &amp; Railway ID Card:

- Registration and initiate application for UMID card for employees & pensioners who are unable to do themselves.
- Verification of UMID application.
- Accept/Reject the application based on correctness of the documents.
- Downloading the Generated Cards & send for printing.
- Distribution of Printed UMID Cards.
- Coordinate with SCR for troubleshooting issues.
- Receipt of application of Railway ID Card.
- Data to be prepared for printing Railway ID Card.
- Printing & distribution of Railway ID Cards. For 2500 serving employees & 11000 pensioners are yet to apply for UMID Card and it needs frequent camp at various places throughout the Division.

## 7) SR Cell:

- There are 8000 SRS & PCFs of serving employees & 14650 SRS & Pension Books of retired employees are available in the Division.
- Manning only peon is difficult to manage.
- One more Clerk/Record Sorter is required for maintaining the Record Room.
- Time being we are manning the SR Cell with additional Group D staff.
- Hence, surrender of Group 'D' is not feasible.

## - 8) Trade Union Cell:

- All correspondences of the section.
- Maintenance of records/registers.
- Liaison with all branch and collect remarks for PNB Meetings.
- Conduction PREM meeting.
- Conducting FNM.

- Sanctioning of SCL on various grounds on Trade Union account.

In addition, the following items are also not taken into account by the Workstudy Team;

- In settlement section, there are 53 cases of second beneficiary family pension applications are pending. It is managed with the existing staff. Further, these types of second beneficiary cases (Unmarried daughter, Widowed & Divorced daughters, etc) are increasing day by day which involves lot of formalities/procedures such as conducting of WI enquiry etc.
- In P.Way Offices, the PB clerk are looking after cadre, pay bills, Leave/SR maintenance and settlement related work of Engineering staff.. Hence, manning of one PB clerk for two P.Way office which is available in different places is very difficult and it will cause to increase staff grievances and labour problems.

#### **Planning Branch remarks:**

The activities mentioned above have already been taken into account while analyzing the manpower requirement.

The activities mentioned above except to that of SR cell and Labour, pertains to the System improvement in the Establishment matters of Personnel Branch viz., HRMS, e-office, UMID etc and the major works involved is for time being till the implementation and stabilization of the Application Packages and moreover this is applicable not only for a particular division but also for the entire Indian railways.

Moreover, in MDU division, there are 12 Staff and Welfare Inspectors who are competent enough to carry out any new works assigned which are connected with digitization and Web based Applications. Moreover, the Welfare Inspectors are also part and parcel of the staff matters of the Personnel branch.

Hence, no separate Ministerial staff is needed for the above works except to that of SR cell.

Likewise, HOER, Reservation is already being dealt by the Welfare Inspectors.

So, the additional staff as required by the Co-ordinating Officer is not agreed to.

**Co-ordinating Officer's views:**

As per revised Yardstick, the calculation in para 3.8 for Cadre/SR Updation to be revised as follows:

| Sl. No. | Department     | No.of sanctioned Employees as on 01.12.2020 | Existing Staff | Requirement for Service Record (575) | Requirement for Cadre section (1 clerk for min/dept) | Total Required staff |
|---------|----------------|---------------------------------------------|----------------|--------------------------------------|------------------------------------------------------|----------------------|
| 1       | Engineering    | 3042                                        | 3              | =8696/575                            | 1                                                    |                      |
| 2       | Operating      | 1712                                        | 7              |                                      | 1                                                    |                      |
| 3       | Commercial     | 771                                         |                |                                      | 1                                                    |                      |
| 4       | Mechanical     | 843                                         | 4              |                                      | 1                                                    |                      |
| 5       | Electrical/OP  | 540                                         |                |                                      | 1                                                    |                      |
| 6       | S&T            | 453                                         | 4              |                                      | 1                                                    |                      |
| 7       | Electrical/GS  | 406                                         |                |                                      | 1                                                    |                      |
| 8       | Electrical/TRD | 165                                         |                |                                      | 1                                                    |                      |
| 9       | Medical        | 244                                         |                |                                      | 1                                                    |                      |
| 10      | PG             | 520                                         | 1              |                                      | 1                                                    |                      |
|         |                | 8696                                        | 19             | 15                                   | 10                                                   | 25                   |

Based on the above justification, the requirement mentioned in 3.9 & 3.10 may be revised as follows:

| Sl. No. | Section                            | Existing staff | Revised Requirement |
|---------|------------------------------------|----------------|---------------------|
| 1       | Bills                              | 32             | 32                  |
| 2       | Cadre/SR/Leave updation            | 19             | 25                  |
| 3       | HBA & Other advances               | 1              | 1                   |
| 4       | Settlement & UMID                  | 4              | 4                   |
| 5       | NPS                                | 1              | 1                   |
| 6       | Confidential/APAR/Selection/Review | 3              | 2                   |
| 7       | Pass Section                       | 4              | 3                   |
| 8       | Grievance redressal                | 1              | 1                   |
| 9       | Recruitment, CG ell, RRB/RRC/TADK  | 2              | 2                   |

|                |                                                                                                          |    |            |
|----------------|----------------------------------------------------------------------------------------------------------|----|------------|
| 10             | Sr.DSC/O/MDU                                                                                             | 2  | 2          |
| 11             | DAR                                                                                                      | 2  | 2          |
| 12             | Court case                                                                                               | 2  | 2          |
| 13             | RTI                                                                                                      | 1  | 1          |
| 14             | T&P/ Budget                                                                                              | 1  | 1          |
| 15             | Reservation cell                                                                                         | 2  | 2          |
| 16             | Computer section                                                                                         | 1  | 1          |
| 17             | Quarter section                                                                                          | 1  | 1          |
| 18             | Transfer section Comptran                                                                                | 0  | 1          |
| 19             | SBF, Homeopathy clinic, Rly. Co-op. Store, SRECSS Ltd., Civil Defence, Canteen Committee correspondences | 0  | 1          |
| 20             | Labour Section (WCA, EGLC, etc) RKM, Holiday Home, SRSA                                                  | 0  | 1          |
| 21             | HRMS Admn                                                                                                | 0  | 1          |
| 22             | E-Office Admn                                                                                            | 0  | 1          |
| 23             | SR Cell                                                                                                  | 0  | 1          |
| 24             | Trade Union Cell                                                                                         | 0  | 1          |
| Total          |                                                                                                          | 79 | 90         |
| <b>Group D</b> |                                                                                                          |    |            |
| 1              | Sr.DPO                                                                                                   | 1  | 1          |
| 2              | APO/T                                                                                                    | 1  | 1          |
| 3              | APO/M                                                                                                    | 1  | 1          |
| 4              | APO/SEM(vacant)                                                                                          | 0  | 1          |
| 5              | Despatch                                                                                                 | 2  | 2          |
| 6              | Settlement                                                                                               | 1  | 1          |
| 7              | Engineering & Mechanical cadre & Bills                                                                   | 1  | 1          |
| 8              | Traffic cadre & Bills                                                                                    | 1  | 1          |
| 9              | SR cell                                                                                                  | 1  | 1          |
| 10             | EDPM/O/MDU                                                                                               | 1  | 1          |
|                | Total                                                                                                    | 10 | 11         |
|                | Grand Total                                                                                              | 89 | 101        |
|                | LR at 12.5%                                                                                              |    | 13         |
|                | <b>Total</b>                                                                                             |    | <b>114</b> |

### Planning Branch Remarks:

The main purpose of digitization is to ease the workload in terms of time taken and to eliminate the redundancies. In this regard, the IR is surging ahead with a number of Application packages viz., IPAS, HRMS, ARPAN etc.

It is to be mentioned that, separate modules are available for Pass and SR updating in HRMS like e-SR, e-Pass and e-settlement.



Hence the requirement of additional manpower in these areas is not agreed to, and the requirement of 90 including Gr.D is adequate to manage the activities in PB/MDU

**Co-ordinating Officer's views:**

MDU/PB is in acute shortage of 25 posts. Due to shortage of these posts, the other staff & Staff and Welfare Inspectors are overloaded with additional portfolios which affect their core area. Hence, no further surrender is feasible.

It is also informed that we have already surrendered 13 posts vide Memorandum No. U/P.135/II/PB/Surrender, dt.30.07.2020 for the year 2020-2021. Copy of the same is enclosed herewith.

Considering the justification and surrender for the year 2020-2021, it requested to close the Workstudy please.

**Planning Branch Remarks:**

Agreed to. The surrendered 13 posts vide Memorandum dt. 30.07.2020 will also be considered in this Work Study.

**CHAPTER – V****5.0 FINANCIAL SAVINGS**

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

| Sl. No.      | Category              | Grade pay (Rs.) | No. of posts | Money value | Annual Financial savings (Rs.) |
|--------------|-----------------------|-----------------|--------------|-------------|--------------------------------|
| 1            | Office Superintendent | 4200            | 6            | 86463       | 62,25,336                      |
| 2            | Senior Clerk          | 2800            | 3            | 71078       | 25,58,808                      |
| 3            | Jr. Clerk             | 1900            | 3            | 48614       | 17,50,104                      |
| 3            | Peon                  | 1800            | 1            | 43817       | 5,25,804                       |
| <b>Total</b> |                       |                 | <b>13</b>    |             | <b>1,10,60,052</b>             |

**ANNEXURE-I****VACANCY POSITION OF MINISTERIAL CADRE -- AS on 31.10.2020- MDU Division.**

| Depart.      | Category                 | GP in VI<br>PC | Pay<br>Matrix | Sanction   |          |            | Act.       | Vac.      | Remarks |
|--------------|--------------------------|----------------|---------------|------------|----------|------------|------------|-----------|---------|
|              |                          |                |               | Perm       | Temp     | Total      |            |           |         |
| Personnel    | ChOS                     | 4600           | Level - 7     | 19         | 0        | 19         | 15         | 4         |         |
|              | OS - 80%<br>PRQ          | 4200           | Level - 6     | 42         | 0        | 42         | 37         | 5         | 1-DSC   |
|              | 20% LDCE                 | 4200           | Level - 6     | 10         | 0        | 10         | 8          | 2         |         |
|              | Sr. Clerk -<br>662/3 PRQ | 2800           | Level - 5     | 8          | 0        | 8          | 3          | 5         | 2-DSC   |
|              | 70% DRQ                  | 2800           | Level - 5     | 2          | 0        | 2          | 0          | 2         |         |
|              | 13 1/3<br>LDCE           | 2800           | Level - 5     | 1          | 0        | 1          | 0          | 1         |         |
|              | Clerk -<br>50% DRQ       | 1900           | Level - 2     | 6          | 0        | 6          | 6          | 0         |         |
|              | 33 1/3 PRQ               | 1900           | Level - 2     | 3          | 0        | 3          | 9          | -6        |         |
|              | 16 2/3<br>LDCE           | 1900           | Level - 2     | 2          | 0        | 2          | 1          | 1         |         |
|              | Peon                     | 1800           | Level 1       | 10         | 0        | 10         | 10         | 0         |         |
|              | Record                   | 1800           | Level 1       | 0          | 0        | 0          | 0          | 0         |         |
|              | WI                       | 4600           | Level 7       | 8          | 1        | 9          | 7          | 2         |         |
|              |                          | 4200           | Level 6       | 4          | 0        | 4          | 5          | -1        |         |
|              | CLA                      | 4600           | Level 7       | 1          | 0        | 1          | 1          | 0         |         |
| <b>Total</b> |                          |                |               | <b>116</b> | <b>1</b> | <b>117</b> | <b>102</b> | <b>15</b> |         |

$$\begin{array}{r}
 \text{Ar 'C'} \quad 5 \\
 \text{Ar 'D'} \quad 10 \\
 \hline
 103
 \end{array}
 \quad
 \begin{array}{r}
 A \quad 79 \\
 10 \\
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 89
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 V \quad 20 \\
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NET VACANCY - (14)

**ANNEXURE-II**

SR

**दक्षिण रेलवे /SOUTHERN RAILWAY**

No.U/P.154/MPP

मंडल कार्यालय/Divisional Office,  
 कर्मिक शाखा/Personnel Branch,  
 मदुरै/Madurai 625 016.  
 दिनांक Dt. 17.12.2020

SDGM/MAS

Kind Attn.: Shri.D.Jayaraman, Dy.CPLO/HQ/MAS

**Sub:** Work Study review of the staff strength at Sr.DPO/O/MDU –  
 WS No.G.275/WSSR-72201/2020-21 - Reg.

\*\*\*\*\*

On gone through the draft work study, we would like to offer our remarks as follows:

The following nature of work/section have been left out while analysing the workstudy:

| S<br>No | Nature of Work                                                                                       | Staff<br>Required | Existing<br>staff |
|---------|------------------------------------------------------------------------------------------------------|-------------------|-------------------|
| 1       | Comptran                                                                                             | 1                 | -                 |
| 2       | SBF, Homeopathy clinic, Rly Coop Store, SRECCS Ltd, Civil Defense, Canteen committee correspondences | 1                 | -                 |
| 3       | Labour Section (WCA, EGLC, etc), RKM, Holiday Home, SRSA                                             | 1                 | -                 |
| 4       | HRMS Admin                                                                                           | 1                 | -                 |
| 5       | E-Office Admin                                                                                       | 1                 | -                 |
| 6       | UMID & Railway ID Card                                                                               | 1                 | -                 |
| 7       | SR Cell                                                                                              | 2                 | 1                 |
| 8       | Trade Union Cell                                                                                     | 1                 | -                 |

## 1) Comptran:

As per Railway Board instructions, a separate section should be available for processing transfer cases of employees of all departments and its updation in COMPTRON.

## 2) SBF:

- Sending various CSBF notifications for financial assistance in the category of Professional, Non-professional, Diploma, X, XIII, Sickness, Loss of Pay, Spectacles, etc.
- Preparing DSBF notifications for financial assistance for financial assistance in Education, Recreation, Sickness Benefit, etc.
- Receipt of Application from the Employees.
- Tabulation of Applicant details in Excel.
- Scrutinizing the Applications.
- Forwarding of eligible applications to HQ for Sanction.
- Preparation of individual Pay Order for distribution of sanctioned amount.
- Coordinating DSBF committee meeting.
- Preparing minutes of Meeting.
- Maintaining SBF accounts.
- Various procurements for Holiday Home, Magazines, systems, etc.
- Engagement of Homeopathy consultant.
- Claiming Honorarium for Homeopathy consultant.
- Procurement of Homeopathy Medicine.

- Payment of honorarium to the Psychiatric, Deaddiction counsellor engaged in RH/MDU.
- Correspondences to Rly Coop Store, Rly Coop Credit Society, etc.

### 3) Labour Section:

- Processing of time bound WCA & EGLC cases.
- Allotment of Railway Kalyana Mandapam/MDU.
- Allotment of Holiday Homes at MMM, RMM, MDU, PLNI, KKL, CLM.
- Arrangements for conducting Inter-departmental tournaments (Cricket, Volleyball, Shuttlecock and Athletic meet for General and disabled)
- SCL to sports persons.

### 4) HRMS Admin:

- Coordinating with CRIS for troubleshooting.
- Assignment of Dealing Clerk, Verification Authority & Accepting Authority for Employee Master & e-SR.
- Correction of employee data in all the Tabs of Employee Master & e-SR.
- Assignment of Pass Issuing Authority, Pass Clerk & Employees during transfer, termination, appointment, etc.
- Assignment PF Advance & Loan Dealing Clerk, Verification Authority & Accepting Authority.
- Assignment of APAR Supervisor & Dealer.
- Assignment of Settlement Clerk, Verification Authority & Accepting Authority.
- To attend all the queries from Employees & Pass Issuing Authorities.

### 5) E-office Admin:

- In MDU division only one Admin for entire Division.
- Creation of gov.in ID duly collecting the Basic User Data from the newly joined employees duly coordinate with Railtel.
- Updation of Employees Master Data on promotions, transfers, retirement, etc.
- Transfer of Files/Receipts from existing dealer to current dealer.
- Arrangement for DSC duly coordinate with Railtel.
- Troubleshooting of DSC & other e-office issues.
- Getting data from other Divisions/Units of transferred employees duly coordinate with the Admin of respective Division/Unit.
- Updation of File Naming System.

### 6) UMID & Railway ID Card:

- Registration and initiate application for UMID card for employees & pensioners who are unable to do themselves.
- Verification of UMID application.
- Accept/Reject the application based on correctness of the documents.
- Downloading the Generated Cards & send for printing.
- Distribution of Printed UMID Cards.
- Coordinate with SCR for troubleshooting issues.
- Receipt of application of Railway ID Card.
- Data to be prepared for printing Railway ID Card.
- Printing & distribution of Railway ID Cards.
- For 2500 serving employees & 11000 pensioners are yet to apply for UMID Card and it needs frequent camp at various places throughout the Division.

## 7) SR Cell:

- There are 8000 SRs & PCFs of serving employees & 14650 SRs & Pension Books of retired employees are available in the Division.
- Manning only peon is difficult to manage.
- One more Clerk/Record Sorter is required for maintaining the Record Room.
- Time being we are manning the SR Cell with additional Group D staff. Hence, surrender of Group 'D' is not feasible.

## 8) Trade Union Cell:

- All correspondences of the section.
- Maintenance of records/registers.
- Liaison with all branch and collect remarks for PNB Meetings.
- Conduction PREM meeting.
- Conducting FNM.
- Sanctioning of SCL on various grounds on Trade Union account.

In addition, the following items are also not taken into account by the Workstudy Team:

- In settlement section, there are 53 cases of second beneficiary family pension applications are pending. It is managed with the existing staff. Further, these type of second beneficiary cases (Unmarried daughter, Widowed & Divorced daughters, etc) are increasing day by day which involves lot of formalities/procedures such as conducting of WI enquiry etc.
- In PWay Offices, the PB clerk are looking after cadre, pay bills, Leave/SR maintenance and settlement related work of Engineering staff. Hence, manning of one PB clerk for two P.Way office which is available in different places is very difficult and it will cause to increase staff grievances and labour problems.

As per revised Yardstick, the calculation in para 3.8 for Cadre/SR Updation to be revised as follows:

| S No | Department     | No. of Sanctioned Employees as on 01.12.2020 | Existing Staff | Requirement for Service Record (575) | Requirement for Cadre Section (1 clerk for min/dept) | Total Required Staff |
|------|----------------|----------------------------------------------|----------------|--------------------------------------|------------------------------------------------------|----------------------|
| 1    | Engineering    | 3042                                         | 3              | = 8696/575                           | 1                                                    |                      |
| 2    | Operating      | 1712                                         | 7              |                                      | 1                                                    |                      |
| 3    | Commercial     | 771                                          | 4              |                                      | 1                                                    |                      |
| 4    | Mechanical     | 843                                          |                |                                      | 1                                                    |                      |
| 5    | Electrical/OP  | 540                                          | 4              |                                      | 1                                                    |                      |
| 6    | S&T            | 453                                          |                |                                      | 1                                                    |                      |
| 7    | Electrical/GS  | 406                                          |                |                                      | 1                                                    |                      |
| 8    | Electrical/TRD | 165                                          |                |                                      | 1                                                    |                      |
| 9    | Medical        | 244                                          | 1              |                                      | 1                                                    |                      |
| 10   | PG             | 520                                          |                |                                      | 1                                                    |                      |
|      |                | 8696                                         | 19             | 15                                   | 10                                                   | 25                   |

Based on the above justification, the requirement mentioned in 3.9 & 3.10 may be revised as follows:

| S No | Section                 | Existing staff | Revised Requirement |
|------|-------------------------|----------------|---------------------|
| 1    | Bills                   | 32             | 32                  |
| 2    | Cadre/SR/Leave updation | 19             | 25                  |
| 3    | HBA & other advances    | 1              | 1                   |
| 4    | Settlement & UMID       | 4              | 4                   |

|    |                                                                                                      |           |            |
|----|------------------------------------------------------------------------------------------------------|-----------|------------|
| 5  | NPS                                                                                                  | 1         | 1          |
| 6  | Confidential/APAR/Selection/ Review                                                                  | 3         | 2          |
| 7  | Pass Section                                                                                         | 4         | 3          |
| 8  | Grievance redressal                                                                                  | 1         | 1          |
| 9  | Recruitment, CG cell, RRB/RRC/ TADK                                                                  | 2         | 2          |
| 10 | Sr.DSC/O/MDU                                                                                         | 2         | 2          |
| 11 | DAR                                                                                                  | 2         | 2          |
| 12 | Court cases                                                                                          | 2         | 2          |
| 13 | RTI                                                                                                  | 1         | 1          |
| 14 | T&P/Budget                                                                                           | 1         | 1          |
| 15 | Reservation cell                                                                                     | 2         | 2          |
| 16 | Computer section                                                                                     | 1         | 1          |
| 17 | Quarters section                                                                                     | 1         | 1          |
| 18 | Transfer section (Comptran)                                                                          | 0         | 1          |
| 19 | SBF, Homeopathy clinic, Rly Coop Store, SRECCS Ltd, Civil Defense, Canteen committee correspondences | 0         | 1          |
| 20 | Labour Section (WCA, EGLC, etc), RKM, Holiday Home, SRSA                                             | 0         | 1          |
| 21 | HRMS Admin                                                                                           | 0         | 1          |
| 22 | E-Office Admin                                                                                       | 0         | 1          |
| 23 | Trade Union Cell                                                                                     | 0         | 1          |
| 24 | SR Cell                                                                                              | 0         | 1          |
|    | <b>Group 'D':</b>                                                                                    | 0         | 0          |
| 1  | Sr DPO                                                                                               | 1         | 1          |
| 2  | APO/T                                                                                                | 1         | 1          |
| 3  | APO/M                                                                                                | 1         | 1          |
| 4  | APO/SEM (Vacant)                                                                                     | 0         | 1          |
| 5  | Despatch                                                                                             | 2         | 2          |
| 6  | Settlement                                                                                           | 1         | 1          |
| 7  | Engg & Mech Cadre & Bills                                                                            | 1         | 1          |
| 8  | Traffic Cadre & Bills                                                                                | 1         | 1          |
| 9  | SR Cell                                                                                              | 1         | 1          |
| 10 | EDPM/O/MDU                                                                                           | 1         | 1          |
|    |                                                                                                      | <b>89</b> | <b>101</b> |
|    | <b>LR@12.5%</b>                                                                                      |           | <b>13</b>  |
|    | <b>TOTAL</b>                                                                                         |           | <b>114</b> |

MDU/PB is in acute shortage of 25 posts. Due to shortage of these posts, the other staff & Staff and Welfare Inspectors are overloaded with additional portfolios which affects their core area. Hence, no further surrender is feasible.

It is also informed that we have already surrendered 13 posts vide Memorandum No. U/P.135/II/PB/Surrender, dt.30.07.2020 for the year 2020-2021. Copy of the same is enclosed herewith.

Considering the justification and surrender for the year 2020-2021, it requested to close the Workstudy please.

Encl.: As above.

(C.Sudhakaran)  
Sr. Divisional Personnel Officer  
MDU