



**No.G.275/WSSR-322021/2020-21**

**WORK STUDY TO REVIEW THE MINISTERIAL  
STAFF STRENGTH AT PERSONNEL BRANCH/  
MAS INCLUDING GROUP-D & TYPIST  
IN MAS DIVISION**

SOUTHERN RAILWAY

PLANNING BRANCH

No.G.275/WSSR-322021/2020-21

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IN MAS DIVISION

STUDIED BY

WORK STUDY TEAM  
OF  
PLANNING BRANCH

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**ACKNOWLEDGEMENT**

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(ii)

**TERMS OF REFERENCE**

Work Study to review the Ministerial staff strength of Personnel Branch/MAS – MAS Division.

(iii)

**METHODOLOGY**

The work study team has applied the following techniques in conducting the work study.

- (1) Collection and compilation of Data
- (2) Analyzed the data collected and assessed the manpower requirement Based on Railway Board yardstick and need base wherever necessary.

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**SUMMARY OF RECOMMENDATIONS****Revised Recommendation:**

The following **48 Vacant** posts in various categories are found excess to the requirement and revised recommendation for surrender and credited to the Vacancy Bank.

Sl.No.	Category of Post	No.of posts Surrender
1	OS in GP Rs.4200 (Revised)	12
2	S&WI in GP Rs.4200/-	3
3	Supdt. Typists in GP Rs.4600/-	8
4	Stenographers Gr.I in GP Rs.4200/-	10
5	Comml. Courier in GP Rs.1800/-	2
6	General Assistant in GP Rs.1800/-	13
<b>Total</b>		<b>48</b>

(Total - 48 posts)



## CHAPTER – I

### 1.0 INTRODUCTION

#### 1.1 About MAS Division:

The Chennai division is a Railway division of Southern Railway, it was formed in the year 1956 and covering the northern districts of Tamil Nadu and southern parts of Andhra Pradesh. Currently it has the route length of around 697 Km and the administrative head quarter is in Chennai.

The Chennai Division Administrative building is located at just opposite to the Head Quarters of Southern Railway and adjacent to the *Dr. M.G.R Chennai Central* Railway Station. This building now functions as the *Chennai Division of Southern Railway*. At this building, the various departmental offices are functioning.

#### 1.2 Role of Personnel Department:

From the small ***beginning in 1853, Indian Railways network today is fourth largest Public Sector Undertaking in the world.*** Man has become the most powerful factor not only in Railways in any organisation. Generally, people in any organization are the most important assets and managing them to maximize their contribution to growth, profitability and development of an organization is a challenge.

Personnel department is endowed with this responsibility of communicating the message of organization's mission and vision. This is necessary and important in a stable and a growing economy. So the function of a Personnel department is to assist with procurement, development and retention of human resources necessary for success of an organization.

**Peter F. Drucker**, famous and well known Guru of personnel administration described a personnel department's job in part by part as being **partly a file clerk's job, partly a social worker's job and partly fire fighting to head**

**off trouble or to settle it.** The constant work of all Personnel Administration is the inability to prove that they are contributing to the organization, as most of their contribution remains invisible.

### 1.3 Personnel Management over Railways:

Indian Railways having with over 12.3 Lakh employees approximately working along with some part of contract labours, it is one of the largest employer not only in India, but also in the world. The workforce of IR is a varied mass of people from the Trackman/General Assistant at one end to Chairman & CEO, Railway Board at the apex level. The task of the personnel department of Railways is to manage and look after the welfare of this large mass of employees and their families.

Its employees are spread over 18 zones, 73 Divisions, 6 Production Units, 27 Public Sector Undertakings, and organized into more or less 358 categories and 20 levels. ***The care of this humongous team is entrusted to the dedicated Indian Railway Personnel Service (IRPS) cadre – we plan, we empower, we train, we listen, we care, we nurture, we celebrate*** – suffice it to say that we are the custodians of the hearts and minds of this great organization.

### 1.4 Pausing to reflect on the march of IRPS through the corridors of time, the following milestones stand out:

Reorganization of work necessitated by construction of new lines, enhanced traffic and increasing number of employees led to the creation of 'Staff Division' in 1924. Early in 1946, on account of the growing volume and complexity of labour and establishment work, a need was felt for foundation of a distinct service and a separate cadre to be known as the '**Establishment Department**'. However, just a few years down the line in 1949, the newly formed Establishment Department was wound up and in 1956, the initial 19 Establishment officers were given the option to get absorbed in other departments.

It was after the pan **India Railway strike of 1974**, that an urgent need was again felt for a specialized HR Service to primarily contain labour unrest, maintain industrial harmony, and manage personnel matters and welfare of the Railway employees. It was in this context that **IRPS was born in 1975**.

1.5 The cadre has been scaling new heights by driving technology led transformation and innovative service delivery mechanisms. In its latest mission statement, IR has declared that it aims to be the engine of economic growth and development by being safe, financially viable, environment friendly and caring for its customers and employees. To get a sense of the significance of the role of the HR department in steering IR towards this goal, consider the following reasons:

- Googling the search terms “Indian Railways as an employer” / HR practices on Indian Railways throw “Best Companies to work for: Indian Railways is an employer like none other”; the reasons behind Indian Railways is the Best Employer”; “The Railways have done a lot in respect of providing **welfare facilities for their employees**”, are just a few headlines on HR management and wellness techniques in IR, that a random internet search on the subject reveals.
- Despite being such a massive and labour intensive organization in the organized sector, there has been only one nationwide strike in the Railways, that too way back in 1974 and NONE thereafter. IR is the only public sector organization which has an institutionalized system of periodic meetings and negotiations with Trade Unions by way of **Permanent Negotiating Machinery (PNM)** which has been in operation since 1951.
- The tortuous change of traction from Steam to Diesel and further to Electric traction was achieved **without any retrenchment or**



*industrial disturbance through effective manpower planning, retraining and redeployment of staff.* Similarly the move from manual ticketing to computerised Passenger Reservation System was achieved seamlessly.

- The process of recruitment, a core HR function, has undergone a sea change with the conduct of **online application processing and online computer based examinations**. This surge towards digitization is a landmark green initiative and goes a long way in reducing the carbon footprint of IR.
- These are not just incidental facts; but a sterling testimony to the resilience of HR practices and exemplary industrial relations in IR.

“We know what we are but know not what we may be.” The success of any organization hinges on strategic management of resources, the most important of which is the human resource. The need of the hour for the HR department is to unlock the potential within the organization and to act as a catalyst for the processes that may reshape its destiny. Looking ahead, gradually every HR process must be captured in a digital format for the all-encompassing **HRMS** (Human Resource Management System), which will provide the critical digital push to future endeavors, sustainability and profitability of the lifeline of our nation.

## 1.6 Responsibility of Personnel department

- Take care of the human factor striving to get the best result from workers by developing their capabilities.
- Personnel Staff will relieve the departmental officers from the task of management of employees of his department to the extent possible so that he can concentrate the functioning of his department.

- However the department officer will have the main say in the placement of workers to ensure better utilization, economy and efficiency.
- Personnel department will also be receptive to suggestions given by departmental officer on transfer to maintain efficiency and discipline.
- Although Departmental officers are relieved of Personnel work to a great extent after setting up the Personnel Department, they should also maintain a close touch with their department employees, receive grievances on personnel matters and arrange to dispose of the same with the help of personnel officer duly keeping in view the rules and regulations laid down.
- Personnel department is also Welfare Officers who will co-ordinate various Welfare activities such as Sports activities, management of Holiday Homes, Institute, Co-operative societies, Canteens etc.
- Personnel officer should see that legitimate interests of the workers are protected.
- Personnel department should take utmost care in maintaining industrial peace, keeping good relations with trade unions and help in maintaining congenial atmosphere for smooth working.
- Productivity depends on technological factors and job performance. Job performance is based morale and motivation to work. Motivation of workers can be judged by their attitude towards the objectives of the organization.
- Management should be vigilant towards the attitude of the workers and should analyze the causes for negative approach of the workers in their performance. Management has to analyse and diagnose the needs of the workers for the purpose of achieving organizational objectives by maintaining close contact with the workers.

- Generally personnel department's role is to communicate and implement policies. They play an important role by providing the required expertise in maintaining industrial relations by liaisoning with the technical executives.

An attempt has been made to arrive at the manpower requirement of all Non Gazatted staff (Group – C & D) working in PB/MAS based on the existing workload, deployment of workforce for various activities in various sections/units and applying the concept of Multitasking for a range of different types of work wherever required.

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**CHAPTER – II****2.0 PRESENT SCENARIO**

2.1 The Personnel Branch staff of various categories are working in various sections/units and other units from PB/MAS. The overall control of these categories vests with Sr.DPO/MAS, the DPOs are looking after the various Departmental cadres and Policy matters with the assistance of APOs. The sanctioned strength of these categories is given by APO/GL/MAS, the breakup of category wise Sanction, Actual and Vacancy is appended below.

Sl. No	Category	Sanction	Actual	Vacancy	Excess
	<b>Ministerial Staff</b>				
1	Ch.OS	46	43	3	0
2	OS	128	84	44	0
3	Senior Clerk	37	18	19	0
4	Junior Clerk	21	64	0	43
	<b>Total - A</b>	<b>232</b>	<b>209</b>	<b>66</b>	<b>43</b>
	<b>Welfare Inspectors</b>				
1	Ch.S&WI	13	15	0	2
2	S&WI	14	4	10	0
	<b>Total - B</b>	<b>27</b>	<b>19</b>	<b>10</b>	<b>2</b>
	<b>Hindi Translator</b>				
1	Sr. Translator	3	2	1	0
2	Jr. Translator	4	3	1	0
	<b>Total - C</b>	<b>7</b>	<b>5</b>	<b>2</b>	<b>0</b>
	<b>Typists</b>				
1	Supdt. Typist	12	5	7	0
2	Ch. Typist	8	16	0	8
	<b>Total - D</b>	<b>20</b>	<b>21</b>	<b>7</b>	<b>8</b>
	<b>PS &amp; Stenographers</b>				
1	PS Gr-II	4	3	1	0

2	Steno Gr-I	39	26	13	0
3	Steno Gr-III	11	4	7	0
	<b>Total - E</b>	<b>54</b>	<b>33</b>	<b>21</b>	<b>0</b>
	<b>General Assistants</b>				
1	Sr. Gest. Operator	1	1	0	0
2	Record Sorter	1	1	0	0
3	Binder	1	1	0	0
4	Peon	121	89	32	0
5	Lab attendant	1	1	0	0
6	Comml. Courier	3	1	2	0
7	Gestner operator	1	1	0	0
	<b>Total - F</b>	<b>129</b>	<b>95</b>	<b>34</b>	<b>0</b>
	<b>Other Categories</b>				
8	Ch. Law Asst	1	1	0	0
9	Protocal Inspector	1	1	0	0
	<b>Total - G</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>0</b>
<b>Total (A+B+C+D+E+F+G)</b>		<b>471</b>	<b>384</b>	<b>140</b>	<b>53</b>

Out of 471 sanctioned posts, the actual available staff is 384 and net vacancy is 87 (140 – 53). However, the study team has taken the sanction given by the Sr.DPO/o/MAS 'SAVE' list and actual is taken from the staff working in various sections for entire man power calculation of this report as Annexure-I.

2.1.1 From the above table, in other category of staff like Hindi Translators, Chief Law Assistant and Protocol Inspector in General branch are not taken the work study and the same has been allowed and continued as such.

## 2.2 **Activities of various Sections/Cadres/Units:**

The personnel branch activities are functioning at third floor in NGO Annex building, the various sections as.

- Administration
- Engineering

- S & T
- Medical
- Electrical
- Running
- Mechanical
- Operating & Commercial

The above sections details and manpower requirement are explained in brief at Chapter-III.

- Computer Cell CP – Cell
- DAR Section RTI (Right To Information)
- Pass Section PNM
- Stores General Branch
- CGA & NPS (Compassionate Ground Appointment & New Pension Scheme)

## 2.2 Deployment of Ministerial staff in each section at Sr.DPO/o/MAS as on 01/11/2020:

Sl.No	Section	Ch.OS	OS	Sr.Clerk	Jr.Clerk	Total
1	Admn	1	2	0	0	3
2	Engineering	1	2	1	3	7
3	S & T	2	4	0	4	10
4	Medical	1	1	0	1	3
5	Electrical	1	10	0	6	17
6	Electrical -Running	3	4	1	2	10
7	Mechanical	3	8	2	3	16
8	Operating & Commercial	8	10	5	8	31
9	Settlement	1	4	1	4	10
10	CP – Cell	1	4	0	2	7
11	DAR	1	1	0	1	3
12	Pass	2	4	2	0	8
13	RTI	0	2	0	0	2
14	Stores	0	0	0	1	1
15	PNM	0	1	0	0	1
16	CGA	0	2	0	0	2
17	NPS	0	1	0	1	2
18	Computer Cell	1	2	0	0	3
19	Confidential cell	2	0	0	3	5
20	General branch	0	1	0	2	3
21	Sr.DSC/MAS	1	4	0	0	5
	<b>Total</b>	<b>29</b>	<b>67</b>	<b>12</b>	<b>41</b>	<b>149</b>

## 2.4 Staff Deputed/Deployment Sections/Units:

Sl.No	Section	Existing Working staff
1	PWI/PER	1
2	BRI/VLK	1
3	IOW/MS	1
4	PW/MBK	1
5	PW/MS	1
6	PW/TBM	1
7	IOW/TBM	1
8	PW/AVD	1
9	PWI/TRL	1
10	PWI & IOW/AJJ	1
11	PW/CJ	1
12	PW/TRT	1
13	PW/PUT	1
14	PW/WJT	1
15	PW/KPD	1
16	PW/AB	1
17	PW/JTJ	2
18	PWI/TVT	1
19	PW/PON	1
20	PW/GDR	1
21	PWI/SPE	1
22	PWI/WST	1
23	PWI/CGL	1
24	PW/TMV	1
<b>Total</b>		<b>25</b>
<b>Other Units</b>		
1	RS/TBM	5
2	RS/AVD	4
3	ELS/RPM	2
4	AC Loco/AJJ	0
5	Running/TBM	0
6	TM/RPM	5
7	Sr.DSC/MAS	6
8	HQRTS	2
9	Yard/W/AJJ	1
10	CN/ERS	1
11	CN/MS	1
12	PB/AVD	1
13	CCC/TBM	1
<b>Total</b>		<b>29</b>
<b>Total (A+B)</b>		<b>54</b>

Therefore, the actual ministerial staff strength of both Sr.DPO/O/MAS and other open line/sections is 203 (149 + 54).

## 2.5 Welfare Inspectors:

The list of Ch. S&WIs/S&WIs and their allotted section jurisdiction is tabulated below.

### Deployment of Ch.S&WI - 13 and S & WI - 8(one for each section)

Sl. N	Section Allotted	Remarks
1	Co-Ordination	Over all incharge of Welfare section & Co-ord.
2	BBQ & BBQ yard	Reservation Cell (including vetting of Rosters)
3	All units in MMC CCC & Running cadre all Running rooms of MAS division	--
4	Handling of grievances received from GM grievance cell	Facilitation centre at Chennai division & HQrs office.
5	ELS/AJJ & TNP DSL Shed	PNM cell
6	TVT – GPD ( Incl TVT & GPD)	--
7	HOM, MSB – TBM (Excl TBM) and ELS/RPM	--
8	Court cell	--
9	GPD – GDR (Excl GPD)	RKM & NIVARAN
10	TBM – CGL (Incl TBM & CGL)	HOER
11	CGL – AJJ (Incl AJJ)	--
12	GSN/MS	SRWO
13	Settlement section	CP Grams

1	VPY – TRL (Excl TRL)	UMID & Grievance portal
2	All units in MMC CCC & Running cadre all running rooms of MAS division	e – Office Co – ord.
3	WST & RPM	DSBF & Railway school
4	MAS, LTI – JTJ	SFC and all grievances Co-ordination.
5	CGL – VM (Excl CGL)	HRMS & All Railway Institutes of MAS Divn
6	TRL – KPD, NGO Annex Excl TRL & AJJ)	--



7	AJJ – RU (Excl AJJ)	Railway Quarters
8	MSB – VLCY (Excl MSB) & EMU/VLCY	Also attached to settlement section

## 2.6 Typists:

The list of Supdt. & Chief Typists and their allotted section are tabulated below.

Sl.No	Office Allotted	Typists
1	Sr.DCM/o/MAS	4 – Supdt. Typists (One for each office)
2	Sr.DOM/o/MAS	
3	CEWE/o/PER	
4	CW/o/PER	
1	Sr.DEE/RS/o/TBM	3 Chief Typists in LW/o/PER and 13 – Chief Typists (One for each in other offices)
2	LW/o/PER	
3	Sr.DPO/o/MAS	
4	CE/CN/BNC (On deputation)	
5	XSTE/CN & MTP MSC	
6	CMS/o/MS	
7	CWM/CW/o/PER	
8	DRM/G/MAS	
9	Sr,DEE/TRD/o/MAS	
10	Sr.DEN/o/MAS	
11	Sr.DEE/RS/AVD	
12	SMR/O/MAS	
13	Sr.DSC/O/MAS	
14	ADEN/Metro/MAS	

## 2.7 PS & Stenos deployment to offices:

Sl.No	Category	Offices & No of PS - II/stenos
1	4 - PS-II	1) DRM/G/MAS - 1 2) Sr.DEE/TRD/O/MAS - 1 3) Sr.DME/O/MAS - 1 4) Sr.DPO/O/MAS - 1
2	26 - Steno – Gr-I	1) DRM/G/MAS - 2 2) Sr.DSTE/O/MAS – 2 3) Sr.DEE/G/O/MAS - 1 4) Sr.DEE/OP/O/MAS - 1 5) Sr.DEN/O/MAS – 3

		6) Sr.DPO/O/MAS – 4 7) Sr.DOM/O/MAS – 1 8) Sr.DCM/O/MAS – 1 9) Sr.DSO/O/MAS – 1 10) Sr.DSC/O/MAS – 1 11) CN/MS @ ERS -1 (Deputation) 12) CWM/CW/PER – 2 13) Dy.CMM/CW/PER – 1 14) Dy.CE/EWS/AJJ – 1 15) CWM/LW/PER - 1 16) CEWE/PER – 1 17) RRB/MAS – 1 18) Sr.DEE/RS/AJJ – 1
3	3 - Stenos – Gr.III	1) DRM/G/MAS -1 2) Sr.DEN/O/MAS – 1 3) GSD/PER - 1
	<b>Total</b>	<b>33 staff</b>

The PS-II post is operated for DRM/G/MAS, Sr.DEE/TRD/o/MAS, Sr.DME/o/MAS & Sr.DPO/o/MAS, the post can be continued as such. The actual staff available is 26 against the sanctioned strength of 39 in Stenographer Gr-I and 3 against the sanctioned strength of 11 in Stenographer Gr.III.

**2.8 Deployment of J.Peons/Peons & Other staff in Various Offices of MAS Division:**

Division

Sl.No	Designation	No of staff	Office location
1	DRM Office		
	J. Peon	2	DRM/C/MAS
	Peon	8	DRM/G/MAS
2	Personnel Branch		
	Sr.Gest Optr	1	Sr.DPO/O/MAS
	Gester Operator	1	
	Binder	1	
	J.Peon	1	
	Peon	22	
3	Schools		

	Lab att	1	RMHS/PER
	Peon	2	
	Peon	1	RMHS/ AJJ
	J.Peon	1	RMHS/EM/JTJ
	Peon	2	
4	<b>Stores</b>		
	J.Peon	1	Sr DMM/DP/MAS
	Peon	4	Sr DMM/DP/MAS
5	<b>S &amp; T Branch</b>		
	Peon	7	Sr.DSTE/O/MAS
6	<b>Operating Branch</b>		
	J. Peon	1	Sr DOM/O/MAS
	Peon	11	Sr DOM/O/MAS
	Peon	4	CHC/O/MAS
7	<b>Commercial branch</b>		
	Comml.Courier	1	Sr.DCM/O/MAS
	Peon	4	Sr.DCM/O/MAS
8	<b>Safety Branch</b>		
			Sr.DSO/O/MAS
9	<b>Mechanical</b>		
	J.Peon	1	Sr.DME/O/MAS
	Peon	5	Sr.DME/O/MAS
	Peon	1	DME/JTJ
11	<b>Engineering</b>		
	Peon	1	CPM/O/MAS

	Rec.Sorter	1	Sr.DEN/O/MAS
	J.Peon	2	Sr.DEN/O/MAS
	Peon	6	Sr.DEN/O/MAS
12	<b>Medical</b>		
	J.Peon	1	CMS/O/MS
	Peon	2	CMS/O/MS
13	<b>Electrical</b>		
	J.Peon	1	Sr DEE/TRD/O/MAS
	Peon	2	
	Peon	5	Sr.DEE/G/MAS
	Peon	4	Sr.DEE/RS/TBM
	Peon	1	DEE/RS/VLCY
	Peon	3	Sr DEE/OP/MAS
	Peon	2	Sr DEE/RS/AJJ
	Peon	1	ZETTC/AVD
14	<b>Other Sections</b>		
	Peon	1	RRB/MAS
	Peon	1	GSN Yard/MS
	Peon	1	ZETTC/AVD

## 2.9 Computer Cell:

### 2.9.1 List of PCs and Printers available in PB/MAS:

Sl. No.	Section	No. of Computers	No. of Printers	Internet/Railnet
1	Officers	7	5 MFM & 2 Printers	Both
2	Computer Centre	28	2 MFM, 2 DMP 1 LIPI 500 LPM 1 LIP	Both at SERVER Room only

			1500 LPM	
* 3	Admin	1	1 MFM	Railnet
4	Engineering cadre	2	1 MFM, 1 Printer	
5	S & T cadre	2	1 MFM, 1 DMP	
6	Electrical cadre	3	1 MFM, 1 Printer	
7	Electrical RNG	3	3 MFM	
8	Commercial	3	1 MFM, 1 Printer	
M 9	TFC & Operating	4	2 MFM, 2 Printers	
10	Mechanical cadre	3	2 MFM, 1 Printer	
11	CP - Cell	4	2 MFM	
12	Welfare	5	2 MFM, 2 Printers	
13	Court cell	3	1 MFM, 1 Printer	
14	DAR	2	1 MFM	
15	Settlement	3	2 MFM, 4 Printers	
16	Pass section	3	3 DMP	
17	PNM	1	1 MFM	
18	CGA & NPS	3	1 MFM, 1 Printer	
19	Steno	4	1 MFM, 2 Printers	
20	SFC	1		
	<b>Total</b>	<b>85</b>	<b>44</b>	

### 2.9.2 Chronological development in Digitilisation:

- **PRIME** : Implementation from March / April 2000 in MAS Division. Maintenance done initially at EDPM and from 2006 till 2016, the data base was maintained in Personnel Branch, MAS. Further additional modifications, enhancements and design changes as per requirement of end users were also carried out by PB/MAS.
- **COMPTRAN** from 2014.
- **NIVARAN** from September 2016
- **AIMS/IPAS** implementation from March 2016 by porting data available in PRIME to IPAS and subsequently creating / managing users duly assigning rights to them as per their portfolio. Resolving

issues as reported by the users either by query based analysis or by raising service requests with CRIS. Salary is at present drawn for over 22000 staff.

- **ARPAN** from June 2017.
- **HRMS** module from August 2019.
- **e-Office** from 2019-2020.
- Maintenance of MAS Division / Personnel Branch Website over Railnet and Chennai Division / Personnel Branch page in sr.indianrailways.
- Online recruitment process was completed for temporary medical / paramedical staff for deployment in Railway Hospital to handle Covid emergency. Over 48000 applications were received and the process of interview was undertaken through web conference.
- Over 16000 Serving employees SR's which were scanned was uploaded for access by staff working from home in HRMS.
- Online submission of IT option forms was introduced from July 2020 to assist employees to submit their selection of tax regime.
- Staff due to retire are provided with a option to submit the pension forms online from August 2020.

## 2.10 **Activities involved in PB in General (Section wise):**

### 2.10.1 **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, half yearly, Lok Sabha questions, Vacancy 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.

#### 2.10.2 **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.

#### 2.10.3 **Functions of 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.

#### 2.10.4 Functions of CP - Cell:

- ✓ Preparation of Monthly Appreciation Report.
- ✓ Preparation of Book of Sanction.
- ✓ Collecting details for PCPO Meeting, Video Conference, 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 (Loan, 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-op. 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.

#### 2.10.5 **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.

#### 2.10.6 **Functions of 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.

#### 2.10.7 **Functions of 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 C&SWI/SWI/RTI.

#### 2.10.8 **Functions of RTI - Section:**

- Registering and distribution of RTI cases to the concerned section.
- Collection and verification of remarks.
- Connecting with RTI Act.

- Draft putup 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.

#### 2.10.9 **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.

### 2.10.10 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.

### 2.11 DAR Section:

The following Activities are carried out by DAR Section as tabulated below.

**No of Major/Minor/ Appeal cases dealt from 2018 to 23.11.2020:**

Year	Major Penalty cases disposed	Minor Penalty cases disposed	Appeal/Revisi on cases proceeded	Immovable property cases processed
2018	474	682	282	53
2019	253	471	244	42
2020 (Upto Nov-2020)	133	353	113	16
<b>Total (for 32 months)</b>	<b>860</b>	<b>1506</b>	<b>639</b>	<b>111</b>
<b>Average per month</b>	<b>29</b>	<b>47</b>	<b>20</b>	<b>4</b>
<b>Average per 25 day</b>	<b>1.16</b>	<b>1.88</b>	<b>0.80</b>	<b>0.16</b>
<b>No of cases</b>	<b>4 cases dealt per day</b>			

The average number of cases dealt/day is 4.

## 2.12 Welfare Inspectors:

The actual staff position of Ch.S&WI and S&WI are tabulated as below.

Sl.No	Category	Actual
1	Ch.S&WI	13
2	S&WI	8
<b>Total</b>		<b>21</b>

Chennai Division is the biggest Division in Southern Railway, having vast jurisdiction in the state of Tamil Nadu & Andhra Pradesh. The division has the employees strength of 20,793 against the sanctioned strength of 24,258. The sanctioned strength of Ch.S&WI/S&WI is 25 and the actuals as on date is 21.

### 2.12.1 The duties and responsibilities:

1. Inspection of Stations/Depots/Unit/sheds and other field offices.
2. Contacting the railway employees at their work spots, and collecting their grievances and redressing the same. Educating the staffs about their rights and privileges; explaining to them about various welfare schemes available in railways.
3. Helping the staff in sending their appeals and representation in connection with Disciplinary and establishment matters.
4. Conducting all kinds of enquires such as appointment on compassionate grounds, family pension, addition/deletion/modification in FCC, other settlement cases, complaints cases, etc.,
5. Assisting the retiring employees, for filling of pension forms.
6. Arrangement of Funeral Advance to the deceased employee's family. Assistance to the family to get the settlement dues.
7. To deal with various activities of Staff Benefit Fund (SBF) including maintenance of funds and organising of meetings, etc., Issuance of Notification, giving wide publicity to all employees of division, collecting applications, scrutiny the applications, processing the

eligible applications, co ordinating the meeting for taking decision on disbursement of amount under various heads under SBF/DSBF, issue of memorandum, ensure the disbursement. Conducting of Holiday camps, for men and woman employees, their family members, and their children.

8. Settlement co-ordination:

- a. Helping the retiring employees and family members in filling up the pension forms in all the NR/ONR cases.
- b. Arranging all settlement benefits to the employee/family of the deceased employees.
- c. Assistance in issuance of ID card to the employee and their eligible family members.
- d. Assistance in issuance of RELHS card to the employee and their eligible family members.

Assistance in issuance of PRCP/WCP to the employee and their eligible family members.

9. Industrial Relations

- a. Conducting the trade union elections.
- b. Conducting meetings with Recognized/unrecognized trade unions such as PNM/FNM, etc.,
- c. Conducting informal meetings with Recognized/Unrecognized trade unions/Associations.

10. Railway Colony/Quarters

- a. Periodical inspection of Railway quarters, and ensure the availability of drinking water supply, hygiene, etc.,

11. Visiting the Railway hospitals/Health units and identify the deficiencies and reporting the same to concerned authorities for rectification/improvements.

12. Inspecting the Statutory /Non Statutory canteens, Railway schools, Railway Institutes, Railway KalyanaMandapams.

13. To help the staff and their families in distress and natural calamities.

14. Dealing the court cases, meeting advocates, attending the courts and tribunals.



15. Observing important dates as directed by the Government of India.

16. Organizing the Railway Week celebrations.

17. Any other work assigned from time to time

2.13 **Activities of CGA Section:**

In Chennai Division, Compassionate Ground Appointment provided to the dependents of the ex-employee who died in the course of duty or die in harness while in service, medically incapacitated and missing railway servant.

The following are the brief description of duties in CGA section:

1. Prioritizing the cases for appointment
  - i. Dependents of employee who die or permanently crippled on duty.
  - ii. Dependents of employee who die in harness as a result of accident off duty
  - iii. Dependents of employee who die in service or medical grounds

2.13.1 **Month-wise CGA Cases Registered during the period 2019 &2020**

Sl.No.	Month	2019		2020	
		Division	Extra Division	Division	Extra Division
1	January	5	7	15	08
2	Feburary	5	0	3	0
3	March	14	1	1	0
4	April	5	2	0	0
5	May	6	1	0	0
6	June	9	2	0	0
7	July	3	4	6	0
8	August	9	3	5	0
9	September	8	1	10	9

10	October	9	0	10	0
11	November	7	0	5	0
12	December	0	0	7	2
<b>Total</b>		<b>80</b>	<b>21</b>	<b>62</b>	<b>19</b>
<b>Average cases per Year</b>		<b>182/2=91</b>			

2.13.2 **Month-wise CGA – Approval made during the period 2019 & 2020**

Sl.No	Month	2019		2020	
		Group C	Group D	Group C	Group D
1	January	5	0	9	1
2	February	4	1	10	20
3	March	5	5	<b>Nil (Due to COVID-19)</b>	
4	April	1	2		
5	May	2	1		
6	June	6	1		
7	July	0	1	1	18
8	August	0	4	2	3
9	September	4	9	0	0
10	October	0	3	2	0
11	November	3	2	2	0
12	December	0	0	2	0
<b>TOTAL</b>		<b>31</b>	<b>29</b>	<b>28</b>	<b>42</b>
<b>Average cases per year</b>		<b>65 = (31+29+28+42)/2</b>			

2.13.3 Month-wise CGA Disposal made during the period 2019 & 2020

Sl.No.	Month	2019	2020
1	January	3	3
2	Feburary	1	0
3	March	1	4
4	April	2	1
5	May	3	4
6	June	4	0
7	July	1	1
8	August	0	0
9	September	1	0
10	October	3	2
11	November	0	0
12	December	3	1
<b>Total</b>		<b>22</b>	<b>16</b>
<b>Average cases per year (22 + 16)/2</b>		<b>19</b>	

2.13.4 Suitability test conducted during the period 2019 &2020

	2019		2020	
	Graduate Quota	NTPC/Skilled Artisan	Graduate Quota	NTPC/Skilled Artisan
No.of candidates attended Suitability test	42	105	26	70
TOTAL	147		96	
Avg Cases/Year	122 = (147 + 96)/2			

2.13.5 **Analysis of CGA Cases:**

<b>Sl.No</b>	<b>Nature of Work</b>	<b>Average Cases/Year</b>
1	CGA Cases Registered	91
2	CGA – Approved cases	65
3	CGA – Disposed cases	19
4	CGA – Suitability test conducted	122
<b>Total</b>		<b>297</b>
<b>Average per month</b>		<b>24.75 say 25 cases</b>
<b>Average per 25 Working days</b>		<b>1 case only</b>



## CHAPTER - III

### 3.0 CRITICAL ANALYSIS

- 3.1 The prime task of the work study is to right size the man power in the general interest of productivity of the Indian Railways. Right sizing of Man power is a continuous and comprehensive measure referring with the current work load and the present processes methods. Also RITES recommended the concept of zero based budgeting in man power planning on regular basis to justify the presence of every employee.
- 3.2 There are lot of tools available to measure the Man power requirement, normally the activities are split up into small groups and analyzed into micro level to arrive the required Man power. In Indian Railways, the work study is conducted on the unit basis level, hence Macro level study is only possible and it is being carried out with the help of
- i. Bench Mark/Yardstick
  - ii. Need basis
- 3.3 Right sizing the Manpower in Railways is being achieved through conventional studies by Efficiency Cells in Zonal Railways. But, of late, Railways have started adopting benchmark concept for right sizing the staff strength. As per the Railway board's yardstick of Personnel Department vide letter No. E(MPP)2015/1/14 dated on 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/Deptt. 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>
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3.4 As per 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 basis as an interim measure with effect from 01.07.2020. Hence, the work study team has further revised the yardstick by 15 %. **Therefore, the application of above yardstick as**

- **One bill clerk for 345 bills ,**
- **One clerk for 575 SRs and**
- **One clerk minimum/Dept., Thereafter 2 clerks for 1380 cadres strength** in Cadre sections where policy/transfers/selections/Indent work etc. are carried out.

3.5 **Provision of Section wise distribution of Computers, Printers with Network:**

Sl. No.	Section	No. of Computers	No. of Printers	Internet/Railnet
1	Computer Centre	28	2 MFM, 2 DMP 1 LIPI 500 LPM 1 LIP 1500 LPM	Both at SERVER Room only
2	Admin	1	1MFM	Railnet
3	Engineering cadre	2	1 MFM, 1Printer	
4	S & T cadre	2	1 MFM, 1DMP	
5	Electrical cadre	3	1 MFM, 1 Printer	
6	Electrical RNG	3	3 MFM	

7	Commercial	3	1 MFM, 1 Printer
8	TFC & Operating	4	2 MFM, 2 Printers
9	Mechanical cadre	3	2 MFM, 1 Printer
10	CP - Cell	4	2 MFM
11	Welfare	5	2 MFM, 2 Printers
12	Court cell	3	1 MFM, 1 Printer
13	DAR	2	1 MFM
14	Settlement	3	2 MFM, 4 Printers
15	Pass section	3	3 DMP
16	PNM	1	1 MFM
17	CGA & NPS	3	1 MFM, 1 Printer
18	Steno	4	1 MFM, 2 Printers
19	SFC	1	
	<b>Total</b>	<b>78</b>	<b>37</b>

work study team has adopted Railway board yardstick, application of Need base where ever necessary.

***For the available staff of 149, the computers and printers were provided only 78 and 37 respectively. The necessary computers with net connections and printers may be provided to the staff by procurement through the concerned section controlling officers.***

An attempt has been made to arrive at the manpower requirement of Non-Gazatted staff working in PB/MAS based on the existing workload, deployment of workforce for various activities in various sections/units and applying yardstick, usage of digitalization and also applying the concept of need base for a level/range of different works involved on day to day basis.

- 3.6 From the above points, the most important work load of Personnel department carried out is more or less same in some sections and only in some other sections is totally different from the day to day activities.

Hence, the yardsticks are applied only in those sections/units applicable, and the concept of need base is applied to the rest of the section.

### 3.7 Man power Requirement Vs Railway Board's Yardsticks:

The staff matter/cadres like Bills, SRs, policy matters, selection, promotion, transfer, etc are dealt in various departments. The present deployment of staff handling the bills, SRs, Cadres and system particulars are taken from computer centre (for bills details) and other respective branches (for SRs & Cadre details). Hence the work study team has calculated the requirement of manpower based on the revised Railway Board Yardstick as tabulated below.

Dept	Bills		SRs		Cadres	
	No of Bills	345 Emp/ Clerk	No of SRs	575 Emp/ Clerk	No of Emp	1380 Emp/ Clerk
Admin	483	1.40	384	0.67	384	384/1380=0.3 say 1
Engg	295	0.86	4452	7.74	5202	3.77
Medical and S&T	1685	4.88	1426	2.48	1426	1.03
Elect	2494	7.23	3355	5.83	3355	2.43
Running	1426	4.13	1871	3.25	1658	1.20
Mech	2865	8.30	3294	5.73	3294	2.39
Optg & Comml	5421	15.71	5333	9.27	5333	3.80
<b>Total</b>	<b>14669</b>	42.51 say <b>43</b>	<b>20115</b>	34.97 say <b>35</b>	<b>20652</b>	15.62 say <b>16</b>
LR at 12.5 %(5.38)		6	LR at 12.5 %	5	LR at 12.5 % = 2	
<b>Reqd Staff for Bills</b>		<b>49</b>	<b>Reqd Staff for SRs</b>	<b>40</b>	<b>Reqd Staff for Cadres = 18</b>	

As per revised Railway Board's yardstick each staff can deal 345 Bills and 575 SRs respectively. ***The controlling officer may distribute the bills and SRs accordingly to the 49 staff and 40 staff respectively.***

Hence, the requirement of manpower for Bills, SRs and Cadres are arrived based on the Railway Board's revised yardstick by the work study team given as below.

For all categories of Bills - 49 staff



For officer bills (141 Officers) - 1 Staff

For all categories of SRs - 40 staff

For Cadres - 18 staff

Over all incharge for each Section - 7 staff

**Total staff requirement is 115 .**

### 3.8 Other Sections at DRM/o/MAS and Sr.DPO/o/MAS:

The sections like Settlement, CP-Cell, DAR, Pass, RTI, PNM etc, are performing the day to day activities with available parameters for each section. Further, the work involved on existing/new/latest Railway board order/circulars etc is also dealt by these sections apart from the regular work. Some of the section activities have been given by division and detailed briefly in Chapter-II.

Therefore, the work study team has considered and allowed to continue the present actual staff strength and some sections is reduced due to the present system of work conditions including LR on need base. Hence, the sanction Vs requirement is appended below:

Sl.No	Section	Existing staff	Staff Allowed by Work Study Team
1	Settlement	10	10
2	CP-Cell	7	7
3	DAR	3	3
4	Pass	8	6
5	RTI	2	4
6	CGA	2	
7	NPS	2	
8	Stores	1	1
9	PNM	1	1
10	Confidential Cell	5	5

11	General Branch	3	3
12	Computer Cell	3	3
13	Sr.DSC	5	5
	<b>Total</b>	<b>52</b>	<b>48</b>

*Therefore, the ministerial staff requirement for other sections is arrived as 48.*

### 3.9 Staff Deputed/Deployment to Open line & other Sections/Units:

The staff deputed to open line and other sections detailed in Chapter –II in Para No.2.4 is 54 staff. The work study team has considered the same and the 54 staff may be continued as such.

*Therefore, the ministerial staff requirement for open line and other sections is arrived as 54.*

3.10 To Sum up, the section wise (Ch.OS, OS, Sr.Clerk & Jr. Clerk) Sanction, Requirement and Surplus:

Department/Sections	Sanction	Actual	Req	Surplus
Admin	232	3	115	15
Engg		7		
Medical and S&T		13		
Elect		17		
Running		10		
Mech		16		
Optg & Comml		31		
Settlement		10	10	
CP-Cell		7	7	
DAR		3	3	
Pass		8	6	
RTI		2	4	
CGA		2		

NPS		2		
Stores		1	1	
PNM		1	1	
Confidential Cell		5	5	
General Branch		3	3	
Sr.DSC/o/MAS		5	5	
Computer Cell		3	3	
Staff deputed to open line and other Units		54	54	
<b>Total</b>	<b>232</b>	<b>203</b>	<b>217</b>	<b>15</b>

*Hence, the requirement of ministerial staff of PB/MAS division is 217.*

### 3.11 Welfare Inspectors:

Welfare Inspectors duties/activities have been given by division and detailed briefly in Chapter-II in Para No 2.5. The list of Ch. S&WIs/S&WIs and their allotted section jurisdiction is tabulated below.

Sl.No	Section Allotted	Inspector	Remarks
	<b>Deployment of Ch.S&amp;WI</b>		
1	Co-Ordination	13 - Ch.S&WI (one for each section)	Over all incharge of Welfare section & Co-ord.
2	BBQ & BBQ yard		Reservation Cell (including vetting of Rosters)
3	All units in MMC CCC & Running cadre all Running rooms of MAS division		--
4	Handling of grievances received from GM grievance cell		Facilitation centre at Chennai division & HQrs office.
5	ELS/AJJ & TNP DSL Shed		PNM cell
6	TVT – GPD ( Incl TVT & GPD)		--
7	HOM, MSB – TBM (Excl		--

	TBM) and ELS/RPM		
8	Court cell		--
9	GPD – GDR (Excl GPD)		RKM & NIVARAN
10	TBM – CGL (Incl TBM & CGL)		HOER
11	CGL – AJJ (Incl AJJ)		--
12	GSN/MS		SRWO
13	Settlement section		CP Grams
	<b>Deployment of S&amp;WI</b>		
1	VPY – TRL (Excl TRL)		UMID & Grievance portal
2	All units in MMC CCC & Running cadre all running rooms of MAS division		e – Office Co – ord.
3	WST & RPM	8 - S&WI (one for each section)	DSBF & Railway school
4	MAS, LTI - JTJ		SFC and all grievances Co-ordination.
5	CGL – VM (Excl CGL)		HRMS & All Railway Institutes of MAS Divn
6	TRL – KPD, NGO Annex Excl TRL & AJJ)		--
7	AJJ – RU (Excl AJJ)		Railway Quarters
8	MSB – VLCY (Excl MSB) & EMU/VLCY		Also attached to settlement section
	<b>Total</b>	<b>21 Welfare inspectors for both categories</b>	

From the above table shown that the Chief/Staff & Welfare Inspectors are being attached with the sections for the Court case, Compassionate Grounds appointment, Welfare activities, Settlement related work, Periodical Inspections over divisional open line units like P.Way, IOW., C&W depots, S&T offices etc., PNM meeting, covering of gate meetings, AILRSA & AISMA collecting information in regard to ECA statements, HOER, Job Analysis / reclassification of posts, PREM meeting, Certification of Rosters, Accompanying Officers on Inspection and reply to Railway Board , CA iii, MOSR/MP references etc.,

In view of the above, the work study team has allowed the existing actual strength of 21 along with 3 LR staff at the rate of 12.5% and making a total of 24 (13 + 11) Chief/Staff & Welfare Inspectors against the sanctioned strength of 27 posts in both categories. Therefore, the remaining 3 vacant posts of Staff & Welfare inspectors are recommended for surrender.

The requirement of the above staff is tabulated below.

Sl.No	Category	Sanction	Actual	Req.	Surplus
1	Ch.S&WI	13	13	13	0
2	S&WI	14	8	11	3
<b>Total</b>		<b>27</b>	<b>21</b>	<b>24</b>	<b>3</b>

*Hence, the Chief/Staff & Welfare Inspectors requirement for MAS division is arrived as 24 and 3 vacant posts of S&WI may be surrender and credit to the vacancy bank.*

### 3.12 Typists:

In the event of the latest trend of digitalization, e-office/Railnet through computer system to various departments/sections and also most of the employees are acquainted individually with the computer and the work of typist is reduced to a larger extent.

The actual of 4 Supdt. Typists against the sanctioned strength of 12, Nowadays, these typists being working in computer is as Data entry operators and they are being utilized for e-office and other typing works, HRMS work, e-SR etc., Hence the actual can be allowed to continue on need basis and hence the remaining 8 vacant posts of Supdt. Typists are recommended for surrender.

The requirement of the above staff is tabulated below.

Sl.No	Category	Sanction	Actual	Req.	Surplus
1	Supdt. Typists	12	4	4	8
2	Chief Typists	8	16	8	--
<b>Total</b>		<b>20</b>	<b>20</b>	<b>12</b>	<b>8</b>

*Hence, the Supdt. Typists requirement for MAS division is arrived as 4 and 8 vacant posts of Supdt. Typists may be surrender and credit to the vacancy bank.*

Further, the 16 Chief Typists are available against the sanctioned strength of 8. The same procedure has adopted to work like Supdt. Typists, but the work study team is allowed to continue the sanctioned strength of 8 posts of Chief Typists. ***The excess 8 Chief Typists staff may redeployment within the division or other division/extra division/construction offices etc.***

### 3.13 PS –II & Stenos:

As on August - 2020, the actual staff position of PS – II and Stenographers in various grades are tabulated as below.

Sl.No	Category	Actual
1	PS - II	4
2	Stenographer Gr.I	26
3	Stenographer Gr.III	3
<b>Total</b>		<b>33</b>

#### 3.13.1 Common Duties and Responsibilities of PS/Stenographers:

- Maintaining the Confidential/Secret/Vigilance/SPE/D&AR records.
- Assisting concerned officer in conducting Vigilance/D&AR enquiries.
- Maintaining and updating the Annual Performance Appraisal Reports of all the Group C staff working in Zonal offices and Divisional / Branch offices.
- Accompanying the officer during their regular /periodical/surprise/safety Inspection viz. Footplate Inspection, Service Improve Group Inspections, Track Recordings, OMS Readings, Surprise Checks, Night Inspections, Safety Inspections, Rake Checks and preparing its Inspection Notes and ensuring the compliance.
- Accompanying the officers during the Breakdowns/Accidents and attending Accident Inquiries and preparation of Reports.

- Assisting the Officer in preparation of briefing notes, preparation of tender committee proceedings of various works / contracts of that department / branch.
- Attending the Arbitration Meetings and Recording the Minutes.
- Attending meetings and preparation of minutes conducted with firms / agencies conducted by the concerned departments and within the departments.
- Attending various meetings / conferences and preparation of its minute viz. Video / Tele conferences, ZRUCC/DRUCC, Trade Unions PNM / PREM, Punctuality Meetings, Co-ordination Meetings, Works Review / Progress Meetings, Expenditure Control Meetings, Scrap Review Meetings, Public Grievances Meetings, etc.
- Any other work entrusted by the officer in day-to-day working.

### 3.13.2 PS & Stenos deployment to offices:

Sl.No	Category	Offices & No of PS - II/stenos
1	4 - PS-II	DRM/G/MAS -1 Sr.DEE/TRD/O/MAS - 1 Sr.DME/O/MAS - 1 Sr.DPO/O/MAS - 1
2	26 - Steno – Gr-I	DRM/G/MAS - 2 Sr.DSTE/O/MAS – 2 Sr.DEE/G/O/MAS - 1 Sr.DEE/OP/O/MAS - 1 Sr.DEN/O/MAS – 3 Sr.DPO/O/MAS – 4 Sr.DOM/O/MAS – 1 Sr.DCM/O/MAS – 1 Sr.DSO/O/MAS - 1 Sr.DSC/O/MAS – 1 CN/MS @ ERS -1 (Deputation) CWM/CW/PER – 2 Dy.CMM/CW/PER – 1 Dy.CE/EWS/AJJ – 1 CWM/LW/PER - 1 CEWE/PER – 1 RRB/MAS – 1 Sr.DEE/RS/AJJ – 1

3	3 - Stenos – Gr.III	DRM/G/MAS -1 Sr.DEN/O/MAS – 1 GSD/PER – 1
	<b>Total</b>	<b>33 staff</b>

From the above table shown that the 4-PS-II posts are operated for DRM/G/MAS, Sr.DEE/TRD/o/MAS, Sr.DME/o/MAS & Sr.DPO/o/MAS, these posts can be continued as such.

The actual staff available is 26 against the sanctioned strength of 39 and 3 staff against the sanctioned strength of 11 in Stenographer Gr-I & III respectively. The total stenographer in both grades available is 29. The work study team is considered the stenographer for HODs and JA grade officer. Further, 3 more stenographers is allowed for three ADRMs in MAS division. The LR provision is 4 at the rate of 12.5%. So, the total requirement of PS -II and stenographers is 40 (4 PS-II, 26 Stenographer Gr.I, 6 Stenographer Gr.III & 4 for LR).

The requirement of the above staff is tabulated below.

Sl.No	Category	Sanction	Actual	Req.	Surplus
1	PS-II	4	4	4	0
2	Steno Gr- I	39	26	29	10
3	Steno Gr- III	11	3	11	0
<b>Total</b>		<b>54</b>	<b>33</b>	<b>44</b>	<b>10</b>

Hence, the 10 vacant posts of Stenographer Gr.I is recommended for surrender.

*Therefore, the Stenographers requirement for MAS division is arrived as 40 (29 in Gr.I & 11 In Gr.III) and 10 vacant posts of Stenographer Gr.I may be surrender and credit to the vacancy bank.*

### 3.14 General Assistant:

The name of General Assistant is derived from peons/lascars/record sorters. At present all these categories were merged into one and named as General Assistant (GA) in terms of MTS staff (Multitasking staff).



Any organization with multi skilled force can be operated with a reduced number of employees to conduct the business. Workers who are skilled in only one area may be idle waiting for the work which results in decreased output.

In railways too, MTS staff (not only in Group `D` but also in Group `C`) is very much needed particularly in Non technical areas in order to increase the productivity.

In respect of General Assistants, the actual strength is 89 against the sanctioned strength of 121. The breakup of GA utilized for Officers and sections is as follows.

#### 3.14.1 **Common Duties of General Assistant:**

- Opening/Closing of entire Offices and Cabins.
- Ensuring and monitoring of CHI staff for keeping the office neat and clean.
- Dusting of furniture in chambers and sections.
- Attending Officer`s call.
- Taking of files and letters in and out of officer`s chamber to different branches/sections.
- Accompanying Officers while on duty.
- Taking Photostat copies.
- Registration and Sorting of Tapals.
- Outstation duties if any, in case of emergency viz., handing over important letters to HQ/other units.
- Hospitality works namely bringing and serving tea for officers and guests officials.
- Maintenance of Meeting rooms and works related to Public relations. (pertaining to General Branch)
- Taking all types of Bills/PF applications to Accounts Branch

- Handing over the Salary Slip/IT Projection statement/Form 16 to departments.(Nowadays through HRMS)
- Taking Inventory of files and kept in the shelf earmarked for each section as per Index.
- Circulations of letters which are photocopied and marked to various branches.
- Opening new files for subject wise.
- Any other work as and when required by officers and Ch.OS/OS
- Hospitality services during PNM/FNM meetings and settlement functions.
- Taking of PCFs and SRs and settlement files of retired employees.

#### 3.14.2 **Brief of Dispatch duty:**

- Despatch section is one of the major sections of any branch as it involves a lot of paper correspondence. The ledgers maintained in the section are Inward/Outward Tapals. Further, these are segregated into Railway Board/HQ/Division/Miscellaneous for the purpose of recording date wise so that tracing of letters is made easy.
- Letters are to be dispatched daily in person to DRM office, Accounts, Personnel, Engineering, Mechanical, operating etc. given by various sections like Establishment, Budget, Tender, Stores, drawing, controlling section etc. In addition, the Postal tapals are to be submitted and acknowledged.
- Nowadays, the development of digitalization most of the official letter correspondence such as on line processing of circular, notification, office order etc are being sent through e-office/Railnet. Hence, the work load of general assistant is limited.

The work study team has considered the above mentioned facts and arrived the requirement of manpower based on the present nature of

works. The requirement of General Assistants for the various departments/offices and sections is tabulated below.

The General Assistants requirement is mostly utilizing for office clerical related file movement, tapal etc., for the administrative offices to all officers/offices. But the General Assistants utilization are limited in Executive offices up to JA grade/Senior scale officers. Since, the file movements and tapals are reduced a lot due to e-office and HRMS implementation, for two officers up to Assistant Grade one General Assistant is enough to serve the officers in all Administrative Offices. For open line executives the necessity of General Assistant is very less and they can manage the assistant work by field staff or medically de-categorised staff or PWD staff etc., and the same is in practice as on date.

The work study team has considered the above mentioned facts and arrived the requirement of manpower based on the present nature of works. The requirement of General Assistants for the various officers and sections are tabulated below.

In the event of the latest trend of digitalization, e-office/Railnet through computer system to various departments/sections and also most of the employees are acquainted individually with the computer and the work of commercial courier, Gestner operators and binder are reduced to a larger extent. Hence, the work study team is considered the actual staff strength to continue to work as such and the two vacant posts of commercial courier is recommended for surrender.

### 3.14.3 Requirement of General Assistant (GA) for various Officers/Sections:

Sl. No	Office/Officer Designation	Present G A deployment	G.Assts. Requirement
	<b>DRM Office</b>		
	DRM	2	2
	ADRM - I	1	1
	ADRM - II	1	1

	ADRM - III	1	1
	DRM/G/MAS	1	1
	DRM/Confidential	2	2
	<b>Total - A</b>	<b>8</b>	<b>8</b>
	<b>Personnel Branch</b>		
	Sr.DPO/o/MAS	2	2
	DPO-I/o/MAS	1	1
	DPO-II/o/MAS	1	1
	APO/G/MAS	1	1
	APO/T/MAS	1	1
	APO/E& Admn/MAS	1	1
	APO/M/MAS	1	1
	Hindi Rajbash Adhikari	1	1
	Despatch	7	7
	Sr.Gest. Operator	1	
	Gest. Operator	1	
	Binder	1	
	Record Sorter	1	
	<b>Sections Working in Sr.DPO/o/MAS</b>		
	Engineering & Admn	0	1
	Medical and S&T	1	
	Electrical	1	1
	Store, PNR & DAR	1	
	Traffic (Comml & Optg) and RTI	0	1
	Welfare Inspectors	0	1
	Mechanical	0	
	NPS, Reservation & Running	0	1
	Cp-Cell, CGA & Officers bill	0	1
	Settlement & Court	1	1
	<b>Total - B</b>	<b>24</b>	<b>23</b>
	<b>Stores</b>		
	Sr.DMM/DP/MAS	1	1
	DMM	1	1
	Sr.DMM/O/MAS	2	2
		<b>4</b>	<b>4</b>
	<b>S &amp; T Branch</b>		
3	Sr.DSTE/Co-ord/MAS	1	1
	Sr.DSTE/Signal/MAS	1	1
	DSTE/MAS	1	1
	ADSTE/MAS	1	1
	ADSTE/MAS	1	1
	Sr.DSTE/o/MAS	0	1
	<b>Total - D</b>	<b>5</b>	<b>6</b>
	<b>Operating Branch</b>		
	Sr.DOM/MAS	1	1

	DOM/MAS	1	1
	DOM/MAS	1	1
	DOM/MAS	1	1
	AOM/MAS	1	1
	Despatch, Coaching & Freight	2	1
	Stores, Traffic & Safety	2	
	CHC/O/MAS- At MMC	5	4
	<b>Total - E</b>	<b>14</b>	<b>10</b>
	<b>Commercial Branch</b>		
	Sr.DCM/I/MAS	1	1
	Sr.DCM/II/MAS	1	1
	DCM/MAS(Vacant)	0	1
	ACM/MAS	1	1
	Comm'l Courier	1	1
		<b>4</b>	<b>5</b>
	<b>Safety Branch</b>		
	Sr.DSO	1	<b>1</b>
	<b>Mechanical Branch</b>		
	Sr.DME/MAS	1	1
	DEnHm	1	1
	ADME/Hm/MAS	1	1
	ADME/MAS	1	1
	DME/JTJ	1	1
	Sr.DME/O/MAS	0	2
		<b>5</b>	<b>7</b>
	<b>Engineering Branch</b>		
	CPM/MAS	1	1
	Sr.DEN/Bridges/MAS	1	1
	Sr.DEN/Works/MAS	1	1
	Sr.DEN/Metro/MAS	1	1
	Sr.DEN/South/MAS	1	1
	Sr.DEN/West/MAS	1	1
	DEN/Buldg/MAS	1	1
	DEN/Esat/MAS	1	1
	DEN/Central/MAS	1	1
	DEN/RM/MAS	1	1
	CPM/O/MAS	0	2
		<b>10</b>	<b>12</b>
	<b>Medical branch</b>		
	CMS/O/MAS	3	3
	<b>Electrical Branch</b>		
	Sr,DEE/TRD/MAS	2	1
	DEE/TRDMAS	1	1
	Sr.DEE/OP/MAS	1	1
	ADEE/OP/MAS	1	1

	Sr.DEE/G/MAS	1	1
	ADEE/Works/MAS	1	1
	DEE/Chg/MAS	1	1
	ADEE/Chg/MAS	1	1
	Sr.DEE/TRD/O/MAS	0	1
		<b>9</b>	<b>9</b>
<b>Sub Total</b>		<b>87</b>	<b>88</b>
LR at 12.5% (11)			11
<b>Total - A</b>			<b>99</b>
<b>Staff deputed to other Sections/Units</b>			
	Sr.DEE/RS/TBM	4	4
	DEE/RS/VLCY	1	1
	Sr.DEE/RS/AJJ	2	2
	RRB/MAS	1	1
	GSN Yard/MS	1	1
	ZETTC/AVD	1	1
<b>Schools</b>			
	RMHS/PER	2	2
	RMHS/AJJ	1	1
	RMHS/JTJ	3	2
	<b>Total - B</b>	<b>16</b>	<b>15</b>
	<b>Total (A + B)</b>	<b>105</b>	<b>114</b>

Hence, the total requirement of General Assistants in MAS Division and other Sections is arrived as 114. The total sanction is 129. The remaining 15 vacant posts is found to be surplus, the same may be surrendered and credited to the vacancy bank.

#### Sanction Vs Requirement:

Category	Sanction	Actual	Requirement	Surplus
Commercial Courier	3	1	1	2
General Assistant	126	104	113	13
Total	129	105	114	15

3.15 The category wise Sanction, Requirement and Surplus is furnished below.

Sl.No	Category	Sanc	Act	Req	Surplus	Para Ref
1	Ch.OS	46	43	46	0	3.7, 3.8 & 3.9
2	OS	128	84	113	15	
3	Sr.Clerk	37	18	37	0	
4	Jr.Clerk	21	64	21	0	
<b>Total - A</b>		<b>232</b>	<b>209</b>	<b>217</b>	<b>15</b>	
1	Ch.S&WI	13	13	13	0	3.11
2	S&WI	14	8	11	3	
<b>Total - B</b>		<b>27</b>	<b>21</b>	<b>24</b>	<b>3</b>	
1	Sr. Translator	3	2	3	0	2.1.1
2	Jr. Translator	4	3	4	0	
<b>Total - C</b>		<b>7</b>	<b>5</b>	<b>7</b>	<b>0</b>	
1	Supdt. Typist	12	4	4	8	3.12
2	Chief Typist	8	16	8	(-8)*	
<b>Total - D</b>		<b>20</b>	<b>20</b>	<b>12</b>	<b>8</b>	
1	PS-II	4	4	4	0	3.13
2	Stenographer Gr. I	39	26	29	10	
3	Stenographer Gr.III	11	3	11	0	
<b>Total - E</b>		<b>54</b>	<b>34</b>	<b>44</b>	<b>10</b>	
1	Ch. Law Asst	1	1	1	0	2.1.1
2	Protocal Inspector	1	1	1	0	
<b>Total - F</b>		<b>2</b>	<b>2</b>	<b>2</b>	<b>0</b>	
1	Sr.Gest Operator	1	1	1	0	3.14
2	Rec. Sorter	1	1	1	0	
3	Binder	1	1	1	0	
4	Lab Attendant	1	1	1	0	
5	Comml Courier	3	1	1	2	
6	Gest. Operator	1	1	1	0	
7	General Assistant	121	89	108	13	
<b>Total - G</b>		<b>129</b>	<b>95</b>	<b>114</b>	<b>15</b>	
<b>Total (A + B + C + D + E + F + G)</b>		<b>471</b>	<b>385</b>	<b>420</b>	<b>51</b>	

(\*) The excess 8 posts in Chief Typists category may redeployment to needy places such as within the division, other divisions, extra divisions, constructions, Vigilance, HQrs offices etc.

The variation of actual staff of the above table is 385 against the SAVE statement shown the actual as 384 on August-2020, because the staff may be transferred from other divisions/Sections, Promotion, Retirement etc.

### 3.16 Recommendation:

The following **51 vacant posts** in various categories are found excess to the requirement and recommended for surrender and credited to the Vacancy Bank.

Sl.No	Category of Post	No of posts Surrender
1	OS in GP Rs. 4200/-	15
2	S&WI in GP Rs.4200/-	3
3	Suptd. Typists in GP Rs. 4600/-	8
4	Stenographers Gr.I in GP Rs. 4200/-	10
5	Comml. Courier in GP Rs. 1800/-	2
6	General Assistant in GP Rs. 1800/-	13
<b>TOTAL</b>		<b>51</b>

(Total - 51 posts)

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

The draft work study report sent through an e-office on 11.01.2021 to the Co-ordinating Officer to offer his views / remarks.

The Co-ordinating Officer's remarks are received through letter No. M/P(Admin)535/X/Misc/Statements dated 03.02.2021.

**4.1 Co-ordinating Officer's Remarks:**

With reference to the above letter cited under ref(2), Dy.CPLO has recommended for surrender of 51 posts of various categories as tabulated below:

Sl.No.	Category of Post	No.of posts Surrender
1	OS in GP Rs.4200	15
2	S&WI in GP Rs.4200/-	3
3	Supdt. Typists in GP Rs.4600/-	8
4	Stenographers Gr.I in GP Rs.4200/-	10
5	Comml. Courier in GP Rs.1800/-	2
6	General Assistant in GP Rs.1800/-	13
<b>Total</b>		<b>51</b>

From the above table, this Office has already surrendered 44 posts in various categories vide letter No.M/P(Admn)135/X/Admn/Surrender of posts and Surrender Memorandum No. 08/2020 dt. 27.07.2020.

**4.2 Planning Branch Remarks:**

Agreed to.

**4.3 Co-ordinating Officer's Remarks:**

The remaining 7 posts particularly in OS category is not feasible to surrender due to Superannuation (NR & VR) of Ministerial staff is more than 15 within July 2021. All cadre related works are dealt in HRMS, a separate facilitation centre has been created with effect from 11.01.2021 to solve the employees grievances regarding PF, Pass, e-SR etc. application in HRMS which needs OS level staff to Administrative.

In order to bring up the recently included Junior Clerks in-line with present scenario and fill the space created on superannuation and Voluntary retirement, the posts of Office Superintendent are essential on Chennai Division, dealing with 20000+ staff with recently inducted online applications.

Therefore, the remaining 7 posts (51-44) could not be surrendered for regular mandatory work.

#### 4.4 Planning Branch Remarks:

Nowadays, most of the cadre related works are handled by personnel branch through HRMS only. This leads to reduction in the personnel branch works in ministerial cadre. Superannuation and Voluntary retirement, appointment etc are regular in any organisation. However, the Work Study team has considered and allowing 3 ministerial staff particularly in OS cadre against the Co-ordinating officer's views of provision of Staff Facilitation Centre dealt for HRMS related works.

Hence, the work study team is revising the recommendation for the total requirement as 423 (Requirement arrived is 420 in the draft work study report Para No. 3.15 in Chapter – III) and the surplus posts identified is now revised as of **48 posts** for surrender instead of 51 recommended in the draft.

#### 4.5 Revised Recommendation:

The following **48 Vacant** posts in various categories are found excess to the requirement and revised recommendation for surrender and credited to the Vacancy Bank.

Sl.No.	Category of Post	No.of posts Surrender
1	OS in GP Rs.4200 (Revised)	12
2	S&WI in GP Rs.4200/-	3
3	Supdt. Typists in GP Rs.4600/-	8
4	Stenographers Gr.I in GP Rs.4200/-	10
5	Comml. Courier in GP Rs.1800/-	2
6	General Assistant in GP Rs.1800/-	13
<b>Total</b>		<b>48</b>

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

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

Sl. No.	Category	Grade Pay	No. of posts	Mean Pay/Month (Rs.)	Annual Financial Savings (Rs)
1	OS	4200	12	86463	12450672
2	S & WI	4200	3	86463	3112668
3	Suptd. Typists	4600	8	109571	10518816
4	Stenographer Gr.I	4200	10	86463	10375560
6	Comml Courier	1800	2	43817	1051608
7	General Assistant	1800	13	43817	6835452
<b>TOTAL</b>			<b>48</b>		<b>4,43,44,776</b>

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SR

## SOUTHERN RAILWAY

No.M/P/Admin/535/X/Misc/Statements

Divl. Rly. Manager's Office,  
Personnel Br., Chennai Division,  
Chennai-3, Dt :26.08.2020.

Dy.Chief Planning Officer/HQ/MAS

Sub: Work study by Planning Branch 2020-21 -Reg

Ref : SDGM Letter No.G.275/WSSR/322021/2020-21  
dated 24.08.2020

\*\*\*\*\*

With reference to the letter cited, the vacancy position of Personnel Branch in Chennai Division ( including the Ministerial staff working in open line) as on 26.08.2020 is furnished as under.

open line) as on 26.08.2020 is furnished as under.

VACANCY POSITION OF PERSONNEL -26.08.2020									
S.NO.	CATEGORY		LEVEL	QUOTA %		SAN	ACT	VAC	REMARKS
1	Ministerial	Ch. OS	7	PQ	100%	46	43	3	
2		OS	6	PQ	80%	102	71	31	
			6	LDCE	20%	26	13	13	
					<b>Subtotal</b>	<b>128</b>	<b>84</b>	<b>44</b>	
3		Sr. Clerk	5	PQ	66 2/3%	25	18	7	
			5	DRQ	20%	7	0	7	
			5	LDCE	13 1/3%	5	0	5	
				<b>Subtotal</b>	<b>37</b>	<b>18</b>	<b>19</b>		
4		Jr. Clerk	2	PQ	33 1/3%	7	20	-19	
			2	DRQ	50%	11	34	23	
			2	LDCE	16 2/3%	3	4	-1	
					<b>Subtotal</b>	<b>21</b>	<b>64</b>	<b>-43</b>	
<b>MINISTERIAL TOTAL</b>						<b>232</b>	<b>209</b>	<b>23</b>	
5	Insp.	Ch. S&WI	7			13	15	-2	HQtrs Controlled Post
6		S&WI	6			14	4	10	
				<b>Subtotal</b>		<b>27</b>	<b>19</b>	<b>8</b>	
7	Hindi	Sr. Translator	7			3	2	1	HQtrs Controlled Post
8		Jr. Translator	6			4	3	1	
				<b>Subtotal</b>		<b>7</b>	<b>5</b>	<b>2</b>	
9	Typist	Supdt. Typist	7	PQ	100%	12	5	7	
10		Ch. Typist	6	PQ	100%	8	16	-8	
				<b>Subtotal</b>		<b>20</b>	<b>21</b>	<b>-1</b>	

Contd...2/-  
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S.NO.	CATEGORY	LEVEL	QUOTA %		SAN	ACT	VAC	REMARKS
11	Steno. PS II	7			4	3	1	HQtrs Controlled Post
12	Steno I	6			39	26	13	
13	Steno III	4	DRQ	50%	5	1	4	
		4	LDCE	25%	3	0	3	
		4	GDCE	25%	3	3	0	
			Subtotal		54	33	21	
14	Ch. Law Asst.	7			1	1	0	HQtrs Controlled Post
15	Protocol Inspector (Genl. Br)	7	Ex- cadre	100%	1	1	0	
			Subtotal		2	2	0	
16	Sr. Gest. Oper.	2		100%	1	1	0	
17	Rec. Sorter	1		100%	1	1	0	
18	Binder	1		100%	1	1	0	
19	Peon	1	DRQ	100%	121	89	32	
20	Lab Attendant	1			1	1	0	
21	Comml. Courier	1		100%	3	1	2	
22	Gestner Operator (Genl. Br.)	1		100%	1	1	0	
			Subtotal		129	95	34	
					471	384	87	

(R. ANANTHARAMASUBRAMANIAN)

APO/GENL/MAS

/Sr.DPO/MAS

9003161622



**GOVERNMENT OF INDIA  
MINISTRY OF RAILWAYS  
(RAILWAY BOARD)**

No. PC-VII/2020/HRMS/6(Part)

New Delhi, dated: 16.11.2020

The General Managers,  
All Indian Railways and Production Units/Training Institutes  
(As per standard mailing list)

**Sub: Continuation of issuance of Manual Pass to Railway Employees**

**Ref: Board's Letter No. PC-VII/2020/HRMS/6 dated 14.08.2020**

Sir/Madam,

Please refer to Board's letter dated 14.08.2020 (RBE 66/2020) containing the guidelines for e-Privilege Pass/PTO Modules of Human Resource Management System (HRMS) in Indian Railways which was launched on 10.08.2020. The following crucial aspects were mentioned in the said letter:

- (i) E-Pass/PTO module shall be available to serving employee of Indian Railways w.e.f. 24.08.2020.
  - (ii) Provision of physical pass shall also be there up to 31.10.2020 and employees who want to avail Privilege Pass/PTO in the physical form can avail the same during the period i.e. up to 31.10.2020. However, from 01.11.2020, Privilege Pass/PTO will be available only in Digital Form.
2. However, while carrying out the implementation of the e-Privilege Pass/PTO Module, certain practical issues regarding certain categories of employees have been communicated to Board's Office from various quarters. Further, the e-Privilege Pass/PTO Module for Pensioners has not yet been launched due to certain logistical issues and that the same would be commissioned very shortly.
3. Taking into view the concerns raised by various stakeholders, the matter has been thoroughly and comprehensively examined in Board's Office and following decisions have been made for implementation across whole Indian Railways:
- (i) Issuance of physical passes may be extended up to 31.12.2020 with the corresponding extension of time for booking across PRS counters for serving employees as per the validity of Passes.
  - (ii) From 1<sup>st</sup> January, 2020 onwards the system may be invariably shifted to e-Pass module in respect of serving Railway employees.
  - (iii) For pensioners, considering the logistical issues and considering the age factors of the end users, physical passes may continue to be issued to pensioners till 31.03.2021 with the corresponding extension of time for booking across PRS counters for pensioners as per the validity of Passes.

2/-

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- (iv) As far as the Audit staff is concerned, the issue has already been referred to CRIS and till such time improvisation may be made to continue the issuance of physical passes to them.

4. This issues with the approval of the Competent Authority.

5. This letter has been uploaded on the website of Indian Railways at the following location:

<http://www.indianrailways.gov.in/railwayboard/> → About Indian Railways → Corporate Overview → Directorates → Pay Commission → Pay Commission-VII



(Jaya Kumar G)  
Deputy Director, Pay Commission-VII & HRMS

Railway Board

(Telephone No: 011-4784 5125)

(e-mail id: jaya.kumarg@gov.in)

Copy to:

OSDs/PSOs/Sr.PPSs/PPSs/PSs/PAs to:-

CRB, M(Finance), M(Infra), M(TR), M(Op & BD), DG(HR), DG(RHS), DG(RPF), Secretary/Railway Board, Addnl. Members, Advisors/Executive Directors/ Joint Secretaries, Directors of Railway Board, All Branches of Railway Board



GOVERNMENT OF INDIA  
MINISTRY OF RAILWAYS  
RAILWAY BOARD

Dated: 12/10/2017

No. E(MPP)/2015/1/41

The Chief Personnel Officers,  
All Indian Railways, including Production Units.

Sub: Review of Yardsticks for Personnel Department.

Ref : Railway Board letter No. ERB-I/2015/23/25 dtd. 14/05/2015

In reference to above, after review, following Yardsticks are proposed to be adopted for Personnel Department :

S NO.	Activity	Yardstick
1.	Pay Bill Section(s)	One Bill Clerk for 300 employees.
2.	Service record	One Clerk for 500 SRs.
3.	Cadre sections, where policy/transfers/selections/indent work etc. is carried out	One clerk minimum/Deptt. Thereafter, two Clerks for 1200 employees.
4.	Note: a). Each Bill Clerk is to be provided with a PC with "Internet" connectivity separately. b). Specialized training is to be imparted to Bill Clerks to raise their productivity. c). Each cadre dealer is to be provided with a PC and printer with "Internet" connectivity. d). A separate section can be created for processing transfer cases of employees of all departments and its updation in COMPTRAN.	

Your comments, if any, may be advised to the undersigned within 15 days positively for proper appreciation at this end, by fax at 011-23388198 and Email id [d.mpp@rb.railnet.gov.in](mailto:d.mpp@rb.railnet.gov.in) also.

★ Obtain views from  
PI & w/chops  
Divisions & let discuss on  
10/11/17 FN

(Mahendra Kumar Gupta)  
Director (MPP)  
Railway Board

CPD/Adm  
to which may be  
sent up for 8/11

3/11



## Annexure III

**SOUTHERN RAILWAY**

No.M/P(Admin)535/X/Misc/Statements

Div. Rly. Manager's Office,  
Personnel Br., Chennai Division,  
Chennai-3, Dt: 03.02.2021

Dy. Chief Planning Officer/HQ/MAS

Sub: Work study by Planning Branch 2020-21-Reg

Ref: 1. SBGM Letter No.G.275/WSSR/322021/2020-21 dated 24.08.2020  
2. Dy. CPLO Letter No.G.275/WSSR/322021/2020-21 dated 11.01.2021

With reference to the above letter cited under ref(2), Dy.CPLO has recommended for surrender of 51 posts of various categories as tabulated below.

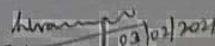
Sl.No	Category of Post	No of posts Surrender
1	OS in GP Rs. 4200/-	15
2	S&WI in GP Rs.4200/-	3
3	Suptd. Typists in GP Rs. 4600/-	8
4	Stenographers Gr.I in GP Rs. 4200/-	10
5	Comm. Courier in GP Rs. 1800/-	2
6	General Assistant in GP Rs. 1800/-	13
<b>TOTAL</b>		<b>51</b>

From the above table this office has been already surrendered 44 posts in various categories vide letter No.M/P(Admin)135/X/Admin/Surrender of posts and Surrender Memorandum No.08/2020 dt 27.07.2020.

The remaining 7 posts particularly in OS category is not feasible to surrender due to Superannuation (NR&VR) of ministerial staffs is more than 15 within July 2021, All cadre related works are dealt in HRMS, A separate facilitation centre has been created w.e.f 11.01.2021 to solve the employees grievances regarding PF, PASS, e-SR etc application in HRMS which needs OS level staff to Administrate.

In order to bring up the recently included Junior clerks inline with present scenario and fill the space created on superannuation and Voluntary retirement, the posts of Office Superintendent are essential on Chennai Division, dealing with 20000+ staff with recently inducted online applications.

Therefore, the remaining 7 posts(51-44) could not be surrendered for regular mandatory work.

  
 (K. SriRanganayaki)  
 APO/MAS  
 /Sr. Divl. Personnel Officer/MAS