



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

SOUTHERN RAILWAY

PLANNING BRANCH

G.275/WSSR- 592021/2020-21

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

STUDIED BY

**WORK STUDY TEAM
OF
PLANNING BRANCH**

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ACKNOWLEDGEMENT

The study team acknowledges the guidance and input rendered by Sr.DPO/TVC, APOs/TVC, Ch.OS/General and Welfare Inspectors of Thiruvananthapuram 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/TVC (Ministerial and Erstwhile Group `D`) – TVC Division.

(iv)

METHODOLOGY

The following methodology has been adopted while conducting the study:

1. Collection of data from Individual Sections.
2. Interaction with concerned officers and In-charge of the sections.
3. Man power assessed by applying the prescribed yardstick wherever applicable and also on Need base.
4. Revision of Yardstick/Norms of various O&M activities on the Railways issued by RB letter dated 30.06.2020



(v)

SUMMARY OF RECOMMENDATION & SUGGESTION**Recommendation No. 1:**

2 vacant posts in the category of OS with grade pay Rs. 4200/- and 5 vacant posts in the category of Sr. Clerk with grade pay Rs.2800/- are found excess to the requirement, the same may be surrendered and credited to the Vacancy Bank.

(7 Posts)**Recommendation No. 2:**

1 vacant post of Sr.Manager/Canteen with grade pay Rs. 4200/-,
1 post of Office Asstt with gade pay Rs. 1800/-,
1 vacant post of Assistant cook with grade pay Rs. 1800/- and
4 vacant posts in the category of Assistant (Canteen) with grade pay Rs. 1800/- are found excess to the requirement, the same may be surrendered and credited to the Vacancy Bank.

(7 Posts)**(Total - 14 Posts)****Suggestions for the system improvement in the working of 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 Thiruvananthapuram, formerly known as Trivandrum is the capital city of Kerala, located on the West coast of India. It was a trading port for Spices, sandalwood and Ivory. The city gets its name from Thiru-ananthapuram meaning the “city of Lord Anantha” derived from the deity of the Sri Padmanabhaswamy temple.

1.2 The TVC division was formed on 2nd October 1979, carved out of the portions of Madurai and Olavakkod (presently Palakkad) divisions. It is a passenger oriented division situated at a distance of 910 Kms from Southern Railway Headquarters. Approximately 60 Express/Mail trains and nearly 60 passenger trains are being operated on an average by this division.

Thiruvananthapuram division is one of the six divisions of Southern Railway having a route klometrage of 625 Kms with 941 running Track kilometres. Southern Railway network serves the states of Tamilnadu, Kerala, Puducherry and parts of Karnataka and Andhra Pradesh. The total Running Track Kilometres aggregate to 7170 Kms, of which 5081 is route kilometres

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

1.4 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 care 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.

- 1.5 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.
- 1.6 The efforts to right size the staff strength in all departments of Railways are a continuous activity and every sanction is expected to contribute their share for achieving better results. The advanced technologies, investments in modernizations etc. are also to be taken into account while assessing the required staff strength.
- 1.7 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/TVC is under the head of Sr.DPO who in turn has three APOs assisted by various Chief Office Superintendents and Welfare Inspectors.
- 2.2 The vacancy statement of PB/TVC as on 04.11.2020 (Including Sr.DSC/O/TVC,RRB/TVC & Court/ERS) is furnished below which is also placed as **Annexure I.**

Group `C`

Designation	Sanction	Actual	Vacancy	Excess
Ch. OS	19	19	0	0
OS	52	40	12	0
Sr. Clerk	13	8	5	0
Jr. Clerk	2	9	0	7
Total	86	76	17	7

Note: Out of the present strength of 76, 2 staff is working in Sr. DSC office (Ch.OS-2), 2 staff in RRB/TVC (Ch.OS-1;Sr.Clerk-3) and 1 staff (Ch.OS) at SPO/Court office/ERS)- Total – 5 staff.

2.3 Typist Cadre (As on 31.07.2020)

Designation	Sanction	Actual	Vacancy	Excess
Supt/Type	2	2	0	-
Chief Typist	9	1	8	-
Total	11	3	8	-

2.4 Office Assistants (As on 04.11.2020)

Designation	Sanction	Actual	Vacancy	Excess
General Assistant	11	11	0	-

2.5 Canteen Staff (As on 31.07.2020)

Designation	Sanction	Actual	Vacancy	Excess
Sr. Manager	1	0	1	-
Manager	1	1	0	-
Sr.Cook	1	1	0	-
Cook Gr. I	1	0	1	-
Asst. Cook	1	0	1	-
Assistant (Canteen)	7	2	5	-
Total	12	4	8	-

2.6 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 4 sections viz. grievances redressal, Union cell, HOER and Reservation cell are dealt with by Welfare Inspectors. Apart from this, 2 Welfare Inspectors are coordinating with the Settlement and MPP sections (One each).

2.7 Deployment of staff in each section including Welfare Inspectors: (as on 21/12/2020)

Sl. No.	Section	No. of Ministerial staff	No. of Welfare Inspectors
1	Bill section including Gazetted	33	-
2	Cadre including SR /Leave updating	19 +1 (Ch.OS/Genl)	-
3	CP & MPP Section	2	1
4	Settlement Section	2	1
5	Pass section	3	-
6	DAR section	1	-
7	Computer section	1	-
8	RTI section	2	-
9	Confidential/APAR/Selection	3	-
10	Court Section	3	
11	T&P/Budget	1	
12	Sr. DSC/O/TVC	2	-

13	RRB/TVC	2	-
14	Court/ERS	1	
TOTAL		76	2

2.8 Deployment of Group `D` staff (As on 02/12/2020):

Sl.No.	Officer/Section	No. of staff
1	Sr. DPO	1
2	Confidential section	1
3	Despatch/Ch.OS/Genl	2
4	Settlement section	1
5	Court section	1
6	SR cell	1
7	Bills & Cadre section	2
8	Xerox	1
9	SFC	1
TOTAL		11

2.9 Details of activities in General (Section wise)

Co-ordination Section:

- Preparation of MA Report.
- Updating of HRMS.
- Preparation of MCDO/PCDO
- Procurement of Stores.
- Issue of DSC for the officers and other concerned staff
- Arranging Data for Parliament questions.
- MIS Report/COVID Report
- Man Power Planning.
- Preparation and obtaining vetting from Accounts department
- Projection of Revenue Budget and allied reviews pertaining to Personnel Branch.
- Preparation of all Miscellaneous Bills.
- Correspondence with regard to GDCE Online examination.
- Replying to Accounts Inspection/Audit Para.
- Correspondence in respect of Sports, Civil Defence and

Employees Co-operative Society.

- Correspondence related to UMID and issue of relevant cards.
- Receipt and Despatch of Various kinds of Tapals, Registering on e-office and related works.

CADRE SECTION

- Dealing with Appointments through RRB/RRC/CGA.
- Alternate employment for Medically Unfit, Reinstatement of the employees.
- Transfers (within Division)
- Inter Railway/Inter-Divisional Transfers.
- Fixation of pay, stepping up of pay etc.
- Issue of Vacancy statement to Work Study Inspectors and Officers as and when required.
- Promotions through Non selection i.e., Suitability & Trade tests.
- Conducting selections.
- Correspondence related to Superannuation, V.R, Compulsory Retirement, Death etc.
- Publication of seniority lists.
- 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 passport to visit foreign countries.
- Sending and receiving of SRs on transfer.
- Maintenance of seniority registers, staff registers.
- Upgradation under MACP scheme.
- Maintaining and updating of Roster Registers.
- Entering all employees' data in HRMS and updating thereon.
- Review of Age and Service of employees
- Creation of SNP/SSP
- RTI Act – offering Remarks, supplying documents (Copies) to S & WI/RTI.

BILL SECTION

- Preparation of Salary Bills & Supplementary Bill.
- 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 Advances 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.
- Manual calculation of OTA.
- Arranging Children Education Allowance.
- Updating of Leave Charts- CCL, ML, PL, Ex. India Leave etc.
- Making entries relating to Qualifying/Non-qualifying service in the Service Register.
- 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 S & WI/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 Retiring cases & Other than normal Retiring 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 /MUF cases for medical examination for claiming commutation.
- Correspondence related to Railway Board references, MP & HQ. references.
- Pension revision due to implementation of 7th 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, Bag and Wrist watch and supply the same to retiring staff.
- Maintenance of SRs/Personnel Case Files 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.
- RTI Act – offering Remarks, supplying documents (Copies) to S & WI/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 Pinpointing Meeting, 10 Hrs. Rules meeting.
- Conducting PREM meeting.
- Conducting PNM/FNM.
- Central SBF & Div.SBF.
- RTI Act – offering Remarks, supplying documents (Copies) to S & WI/RTI.
- Sanctioning of Special Casual Leave on various grounds on TU 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.
- After imposition of penalty and upto mercy appeal, processing of individual cases and also making necessary entries then and there in the respective SRs.
- 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 HQ
- RTI Act – offering Remarks, supplying documents (Copies) to SWI/RTI.
- Correspondence relating to summons issued by Courts.

COURT CELL

- Preparation of para-wise remarks, reply statements / Affidavits / Civil Misc.Petitions / Misc.Applications / Execution Petitions-EPS / Spl.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 S & WI/RTI.

CONFIDENTIAL SECTION

- Registration of Compassionate Grounds Appointments.
- Submission of Periodical Statements.
- 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.
- 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 S & WI/RTI.

RTI 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 & PIO and finalisation.
- Dealing of appeals with PIO and Appellate authority.
- Replying to the appeal.
- Preparation of reply for the Central 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 S&WI/RTI.

2.10 List of PCs and Printers available in PB/TVC:

Sl. No.	Section	No. of Systems	No. of Printers/servers
1	Officers	4	4
2	Computer Centre	10	5 +(2 servers)
3	Bill section	8	1
4	Cadre section (Engineering/ESM)	6	1
5	Cadre (Traffic & Mechanical)	8	1
6	PB/General/Gazetted	2	1
7	DAR section	2	1
8	RTI	2	1
9	CP/MPP section	2	1

10	Operating	6	4
11	HRMS	3	1(Scanner)
12	Pass section	2	1
13	Settlement section	3	3
14	Confidential section	2	1+(1Dot Matrix)
15	Welfare/SFC	8	3
	Total	68	30

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CHAPTER – III

3.0 CRITICAL ANALYSIS

- 3.1 The activities involved in various sections under Sr.DPO/TVC 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 guideline 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 redundancies 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 output to a satisfactory level of quality with the least staff per unit of workload.
- 3.4 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 1000 employees in Division 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 15th 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 latest 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 the staff of 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/Deptt. Thereafter Two Clerks for 1200 Employees
4	Note: <ul style="list-style-type: none"> ✓ Each Bill Clerk is to be provided with a PC with Internet connectivity separately. ✓ Specialized training is to be imparted to bill Clerks to raise their productivity ✓ Each Cadre dealer is to be provided with a PC and printer with Internet connectivity. ✓ A separate section can be created for processing transfer cases of employees of all departments and its updation in COMPTRAN. 	

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 further reduced the manpower yardstick by 15 %. Now, the revised yardstick will be

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/Dep'tt. Thereafter Two Clerks for 1380 Employees

- 3.6 As far as PB/TPJ is concerned, 33 staff is engaged in Pay Bill sections whereas 20 staff including Ch.OS/General in Cadre/SR updating sections. With regard to number of Bill units, it is 61, excluding Accounts and Security departments.

3.7 PAY BILL SECTIONS:

Sl. No.	Department	No. of employees	No. of Bill units	Existing staff	Req. as per the revised yardstick (345)
1	Engineering-2436 Signal -455 Electrical -1200 Medical I-160	4251	23	4 + 12 (Openline) =16	5 + (12 Open line staff working in P.Way)
2	Traffic & Mechanical	4642	37	16	13
3	PB/Genl/Gazetted	218	16	1	1
TOTAL		9111	76	33	19+12=31

* In engineering department, Pay bills are prepared by the PB clerks of the concerned SSE/P.Way depots. In TVC division, 12 such depots are functioning. Moreover, correspondence for promotions to Technician Grade II and I is also carried out by the concerned depot. 12 staff working in P.Way depot can be continued till the implementation of 1 PB clerk manning 2 depots. Then the total will be 5+12=17.

3.8. 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

3.9 Suggestions for the system improvement in the working of 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 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.

3.10 CADRE/SR UPDATING:

Sl. No	Department	No. of employees	No. of Service Registers	Existing staff	Requirement as per yardstick (575)
1	Engineering/Medical/Electrical/Signal	4251	4251	7	7
2	Traffic & Mechanical	4642	4642	11	8
3	PB/General	140	140	1 + 1 (Ch.OS/G)	1 + 1 Ch.OS/G
TOTAL		9033	9033	20	17

3.11. Requirement of staff (Section wise):

Sl. No.	Section	Existing staff	Requirement/ Remarks
1	Bill section including Gazetted	33	31
2	Cadre/SR/Leave updating	19+ (1 Ch.OS)	16+ (1 Ch.OS/G)
3	Coordination section/MPP	2	2
4	Pass section	3	3
5	DAR section	1	1
6	Computer section	1	1
7	Settlement section	2	2
8	RTI section	2	2
9	Confidential section	3	3
10	T&P/Budget	1	1
11	Court section	3	2
12	Sr. DSC/O/TVC	2	2
13	RRB/TVC	2	2
14	Court/ERS	1	1
Total		76	70
LR & 12.5%			9
Grand Total			79

3.12 Sanction vs. Requirement: Ministerial staff

Sl. No.	Category	Sanction	Actual	Requirement	Surplus
1	Ch.OS	19	19	19	0
2	OS	52	40	50	2
3	Sr. Clerk	13	8	8	5
4	Jr. Clerk	2	9	2	0
Total		86	76	79	7

3.13 Sanction Vs Requirement of Typist Cadre

Sl. No.	Category	Sanction	Actual	Requirement	Surplus
1	Supt/Type	2	2	2	0
Total		2	2	2	0

3.14 Sanction vs. Requirement of OA & Canteen staff

Category	Sanction	Actual	Requirement	Surplus
Office Assistant	11	11	10	1
Sr. Manager	1	0	0	1
Manager	1	1	1	0
Sr. Cook	1	1	1	0
Cook Gr. I	1	0	1	0
Asst. Cook	1	0	0	1
Asst (Canteen)	7	2	3	4
Total	23	15	16	7

3.15 Overall Sanction vs. Requirement

Category	Sanction	Actual	Requirement	Surplus
Ch. OS	19	19	19	-
OS	52	40	50	2
Sr. Clerk	13	8	8	5
Jr. Clerk	2	9	2	-
Supt/Type	2	2	2	-
Office Assistant	11	11	10	1
Sr. Manager	1	0	0	1
Manager	1	1	1	-
Sr. Cook	1	1	1	-
Cook Gr I	1	0	1	-
Asst. Cook	1	1	0	1
Assistant (Canteen)	7	2	3	4
Total	111	94	97	14

3.16 Recommendation No. 1:

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

(7 Posts)**Recommendation No. 2:**

1 vacant post of Sr.Manager/Canteen with grade pay Rs. 4200/-,
 1 post of Office Assistant with grade pay Rs.1800/-,
 1 post of Assistant cook with grade pay Rs. 1800/- and
 4 vacant posts in the category of Assistant (Canteen) with grade pay Rs.
 1800/- are found excess to the requirement, the same may be surrendered
 and credited to the Vacancy Bank.

(7 Posts)**(Total - 14 Posts)**


CHAPTER – IV

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

Co-ordinating Officer's views were received vide Sr.DPO/TVC letter No. V/P.135/Work study/Vol.III dt. 28.01.2021 and the remarks of the Planning Branch on the co-ordinating officer's views are given below.

4.1 Co-ordinating Officer's views:

The Work study report to review the staff strength of Personnel Branch/TVC has been examined. The following remarks are offered for kind consideration.

The Sanction, Actual, Vacancy position of Personnel Department as on date is furnished below.

Category	PM Level	Sanction	Actual	Vacancy
Chief Office Superintendent	7	19	19	0
Office Superintendent	6	52	40	12
Senior Clerk	5	13	11	2
Clerk	2	2	7	-5
Chief Staff and Welfare Inspector	7	7	5	2
Staff and Welfare Inspector	6	5	7	-2
Manager	3	0	1	-1
Sr. Cook	4	1	1	0
Cook Gr. I	3	1	0	1
Cook Gr.II	2	0	1	-1
Assistant Cook	1	1	0	1
Assistant (Canteen)	1	5	1	4
Typing Superintendent	7	2	1	1
Chief Typist	6	0	1	-1
Record sorter/General Assistant	1	11	11	0
Total		119	106	13

The Section wise arrangement of staff in PB/TVC is furnished below

Sl. No.	Establishment Section	Sanctioned strength	On Roll strength
1	Bill sections including Gazetted	29	29
2	Cadre including SR/Leave updating	25	25
3	HBA & other advances	1	0
4	Settlement	4	3
5	NPS section	1	0
6	Confidential, APARs, review section	2	3
7	Pass section	4	3
8	Gazetted section	0	0
9	Grievances Redressal	1	0
10	Recruitment, CGA/RRB/RRC/Indent/TADK	2	2
11	Any other	0	0
Total		69	65

Sl. No.	General Section	Sanctioned strength	On Roll strength
1	MPP/Stat	2	2
2	Welfare section	1	0
3	D & AR section	2	2
4	R & DEGRS	1	1
5	Union cell	1	0
6	Court section	3	3
7	RTI	2	2
8	T & P/Budget	1	1
9	Policy section	1	0
10	Reservation – RP cell	1	0
11	HOER Cell	1	0
12	Any other(Ch.OS/General)	1	1
Total		17	12

It may be noted that many of the important portfolios in PB are left unmanned due to non-availability of sanction. PB/TVC is looking after the establishment related matter of 9511 employees. Further two PB staff are looking after the establishment related work of RPF also.

Considering the total sanction in PB is 86, the ratio is $9511/86=110.59$, which is much higher comparing to other Divisions in Southern Railway.

The Bills & Cadre sections are manned below Railway Board yardsticks (even after adoption of 15% reduction in yardstick issued in 2017). In 12 P.Way sections, the dealers are not only looking after the bill work, all the cadre related works, SR & Leave chart maintenance, e-pass, UMID etc. are done by P. Way dealers only. Hence a combined yardstick of bill & Cadre to be applied to P.Way unit clerks.

The Sanction of General Assistants in Personnel department is minimum. Distribution of peons is furnished below.

Section	Sanction	Actual
Sr. DPO	1	1
APOs	2	1
Despatch & General	2	2
Mech & Traffic	1	1
Electrical, Signal & Engineering	1	1
Confidential	1	1
Court	1	1
Staff Facilitation Centre	1	1
Settlement	1	1
SR cell	0	1
TOTAL	11	11

It may be noted that in many of the sections, General Assistants are not posted. Even for officers and sections like SR cell, Assistants are not provided due to lack of adequate sanction.

Planning Branch Remarks:

The sections unmanned due to staff shortage, as mentioned above have been noted and taken into account while arriving at the manpower requirement.

In the present changed scenario, the new activities introduced are pertaining 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 all the other Divisions also.

Moreover, in TVC 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.

It is to be mentioned that, the Welfare Inspectors are also part of the staff matters of the Personnel branch. Hence, no separate Ministerial staff is needed for the above works.

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

So, the requirement of additional staff over and above the sanction as opined by the Co-ordinating Officer cannot be agreed to.

However, the additional posts can be created on matching surrender at the time, when the situation arises.

4.2 Co-ordinating Officer`s views:

With the introduction of Staff Facilitation Centre, HRMS, UMID etc., the requirement of skilled staff has increased. CEO & Chairman, Railway Board and DG/HR have emphasized the need to recruit skilled IT staff in

Personnel Branch for maintaining the newly introduced applications. Presently these works are manned by Ministerial staff and Inspectors of Personnel Branch. As such, additional sanction is required in skilled cadre (IT) in Personnel Branch and surrender of posts is not possible at this juncture.

It is pertinent to mention that in September 2020, 09 Chief Typists posts were surrendered based on Railway Board Instructions for surrendering 50% of the vacant posts in non-safety category. Further, 02 Assistant in Canteen were also surrendered (Copy of memoranda attached). It is requested that the above surrendered posts may be taken into account and the work study may be closed accordingly.

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.

However, the surrendered 11 posts vide Memorandum dt. 30.07.2020 will also be considered while finalizing this Work Study and the Division is requested to identify some more non safety posts so as to close the work study.

Hence, no revision can be made in the Final Work study report and it is requested to surrender the identified posts.



CHAPTER – V**5.0 FINANCIAL SAVINGS**

5.1 If the recommendations made in the study report is implemented, the annual financial savings will be as appended.:

Sl. No.	Category	Grade pay (Rs.)	No. of posts	Money value	Annual Financial savings (Rs.)
1	Office Superintendent	4200	2	86,463	20,75,112
2	Senior Clerk	2800	5	71,078	42,64,680
3	OA	1800	1	43,817	5,25,804
4	Senior. Manager/Canteen	4200	1	86,463	10,37,556
5	Asst.Cook	1800	1	43,817	5,25,804
6	Assistant/Canteen	1800	4	43,817	5,25,804
Total			14		89,54,760

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ANNEXURE - I**SAVE Statement of Sr.DPO/O/TVC****Group `C`**

Designation	Sanction	Actual	Vacancy	Excess
Ch. OS	19	19	0	0
OS	52	40	12	0
Sr. Clerk	13	8	5	0
Jr. Clerk	2	9	0	7
Total	86	76	17	7

Typist Cadre (As on 31.07.2020)

Designation	Sanction	Actual	Vacancy	Excess
Supt/Type	2	2	0	-
Chief Typist	9	1	8	-
Total	11	3	8	-

Office Assistants (As on 04.11.2020)

Designation	Sanction	Actual	Vacancy	Excess
General Assistant	11	11	0	-

Canteen Staff (As on 31.07.2020)

Designation	Sanction	Actual	Vacancy	Excess
Sr. Manager	1	0	1	-
Manager	1	1	0	-
Sr.Cook	1	1	0	-
Cook Gr. I	1	0	1	-
Asst. Cook	1	0	1	-
Assistant (Canteen)	7	2	5	-
Total	12	4	8	-





दक्षिणरेलवे SOUTHERN RAILWAY

Office of the Senior Divisional Personnel Officer
Divisional Headquarters
Thiruvananthapuram, Kerala - 695014

सं./No.V/P.135/Workstudy/Vol.III

दिनांक/Date:28.01.2021

SDGM/MAS

विषय: /Sub: **Workstudy to review the staff strength of Sr.DPO/O/TVC (Ministerial and erstwhile Gr.D)–reg.**

Ref: SDGM/MAS Ir No.G.275/WSSR-592021/2020-21 dt.08.01.2021

<<<<>>>>

The work study report to review the staff strength of Personnel Branch TVC has been examined. The following remarks are offered for kind consideration.

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Cook I	3	1	0	1
Cook II	2	0	1	-1
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8.	Gazetted Section	0	0
9.	Grievance Redressel	1	0
10.	Recruitment, CG Cell, RRB/RRC/Indent/TADK	2	2
11.	Any Other	0	0
	Total	69	65

Sl. No.	General Section	Sanctioned Strength	On Roll Strength
1.	MPP/Stat	2	2
2.	Welfare	1	0
3.	D&A	2	2
4.	R&DEGRS	1	1
5.	Union Cell	1	0
6.	Court Cases	3	3
7.	RTI	2	2
8.	T&P, Budget	1	1
9.	Policy	1	0
10	HOER Cell	1	0
11	Reservation—RP Cell	1	0
12	Any other(Ch.OS/General)	1	1
	Total	17	12

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Despatch and General	2	2
Mech & Traffic	1	1
Electrical, Signal & Engineering	1	1
Confidential	1	1
Court	1	1
Staff Facilitation Centre	1	1
Settlement	1	1
SR Cell	0	1
TOTAL	11	11

It may be noted that in many of the sections General Assistants are not posted. Even for officers and sections like SR cell, Assistants are not provided due to lack of adequate sanction.

Further the post of Sr.Manager operated in the Division got transferred to HQ vide O.O.No.8/Canteen/2019 dt.10.07.2019 (copy enclosed). The post got erroneously added in BOS and deleted now. As such the post is not in operation at TVC.

With the introduction of Staff facilitation centre, HRMS, UMID etc, the requirement of skilled staff has increased. CEO & Chairman, Railway Board and DG/HR have emphasized the need to recruit skilled IT staff in Personnel Branch for maintaining the newly introduced applications. Presently these work are manned by Ministerial staff and Inspectors of Personnel Branch. As such additional sanction is required in Skilled cadre (IT) in Personnel Branch and surrender of posts is not possible at this juncture.

It is pertinent to mention that in September 2020, **09** Chief typist posts were surrendered based on Railway Board instructions for surrendering 50% of vacant non-safety category posts. Further **02** Assistant posts in Canteen were also surrendered (Copy of memoranda attached). It is requested that the above surrendered posts may be taken into account and the workstudy may be closed accordingly please.

Sr.Divisional Personnel Officer/TVC