



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

**SOUTHERN RAILWAY**

**PLANNING BRANCH**

**G.275/WSSR- 832021/2020-21**

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

**STUDIED BY**

**WORK STUDY TEAM  
OF  
PLANNING BRANCH**

**FEBRUARY 2021**



**(i)**  
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(i)

**ACKNOWLEDGEMENT**

The study team acknowledges the guidance and input rendered by Sr.DPO/TPJ, APO/M/MDU and Ch.OS/General of Trichy 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/TPJ (Ministerial and Erstwhile Group `D`) – TPJ 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 RECOMMENDATIONS****Recommendation No. 1:**

1 vacant post in the category of Ch.OS with grade pay Rs. 4600/-,  
 11 posts in the category of OS (10 Vacant posts) with grade pay Rs. 4200/-  
 6 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.

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

6 vacant posts in the category of Chief Typist with grade pay Rs. 4200/- is found  
 excess to the requirement, the same may be surrendered and credited to the  
 Vacancy Bank.

**(6 Posts)****(Total – 24 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 TPJ Division is one of the six divisions in Southern Railway and is more or less geographically situated in the middle of Tamilnadu at a distance of 336 Kms away from the headquarters of Southern Railway i.e., Chennai having route kilometrage of 1029 out of which 992 and 37 kms as BG and MG respectively. Total running track kilometres come to 1257. It is one of the 7 major divisions of Indian Railways. Thiruchchirapalli station became operational in the year 1859 by constructing the first line to Nagapattinam by the erstwhile Railway Company named Great Southern of India. After the inclusion of Trichy in the Railway Map it has become one of the most important junctions in Indian Railways. TPJ division serves the state of Tamilnadu and Union Territory of Puducherry.

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

### 1.3 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.

- 1.4 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.
- 1.5 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.
- 1.6 An attempt has been made to arrive at the manpower requirement based on the existing workload of various activities in commensurate with the technological improvements made in the Personnel department.
- 1.7 ***Suggestions for the system improvement in the Personnel Branch:***

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

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

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

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

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





## CHAPTER – II

### 2.0 PRESENT SCENARIO

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

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

| Designation  | Sanction   | Actual    | Vacancy   | Excess   |
|--------------|------------|-----------|-----------|----------|
| Ch. OS       | 26         | 25        | 1         | -        |
| OS           | 61         | 51        | 10        | -        |
| Sr. Clerk    | 19         | 7         | 12        | -        |
| Jr. Clerk    | 5          | 9         | -         | 4        |
| <b>Total</b> | <b>111</b> | <b>92</b> | <b>23</b> | <b>4</b> |

**Note:** Out of the present strength of 92, 4 staff are working in DSC office (OS - 4) and 3 staff are working in ZRTI (Ch.OS - 1; OS -2)  
– Total 7 staff working in outside.

### 2.3 Typist Cadre:

| Designation  | Sanction  | Actual    | Vacancy  | Excess   |
|--------------|-----------|-----------|----------|----------|
| Supt/Type    | 5         | 1         | 4        | -        |
| Chief Typist | 11        | 10        | 1        | -        |
| Sr. Typist   | -         | -         | -        | -        |
| <b>Total</b> | <b>16</b> | <b>11</b> | <b>5</b> | <b>-</b> |

The total typist category includes WPO/O/GOC and Dy CMM/O/GOC

The Typist cadre over the Division is controlled by the Office of the Sr.DPO/TPJ.

### 2.4 Office Assistants (**Erstwhile Group `D`**)

| Designation | Sanction | Actual | Vacancy | Excess |
|-------------|----------|--------|---------|--------|
| Peon        | 5        | 8      | -       | 3      |

2.5.1 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, 4 Welfare Inspectors are coordinating with the sections namely Settlement, CGA, Court cases & RTI sections.

**2.6 Deployment of staff in each section including Welfare Inspectors:  
(As on 02/12/2020)**

| Sl. No.      | Section                            | No. of Ministerial staff | No. of Welfare Inspectors |
|--------------|------------------------------------|--------------------------|---------------------------|
| 1            | Bill section including Gazetted    | 36                       | -                         |
| 2            | Cadre including SR /Leave updating | 22                       | -                         |
| 3            | Coordination section               | 5                        | -                         |
| 4            | Ministerial &Gazette section       | 1                        | -                         |
| 5            | Pass section                       | 3                        | -                         |
| 6            | DAR section                        | 2                        | -                         |
| 7            | Computer section                   | 2                        | -                         |
| 8            | Rules & General section            | 2                        | -                         |
| 9            | Settlement section                 | 6                        | 1                         |
| 10           | Quarters section                   | 1                        | -                         |
| 11           | RTI section                        | 1                        | 1                         |
| 12           | Confidential section               | 2                        | 1                         |
| 13           | Welfare section (CGA)              | 1                        | 1                         |
| 14           | Sr. DSC/O/TPJ                      | 4                        | -                         |
| 15           | MDZRTI                             | 4                        | -                         |
| <b>TOTAL</b> |                                    | <b>92</b>                | <b>4</b>                  |

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

| Sl.No.       | Officer/Section    | No. of staff |
|--------------|--------------------|--------------|
| 1            | Sr. DPO            | 1            |
| 2            | APO/T              | 1            |
| 3            | APO/M              |              |
| 4            | PRO                | 1            |
| 5            | Rajbhasha section  | 1            |
| 6            | Settlement section | 1            |
| 7            | Bills section      | 1            |
| 8            | Other Office works | 1            |
| 9            | Sr. DSC/O/TPJ      | 1            |
| <b>TOTAL</b> |                    | <b>8</b>     |

## 2.8 Details of activities in General (Section wise)

### Co-ordination Section:

- Preparation of MA Report.
- Updation 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 updation thereon.
- Review of Age and Service of employees
- Creation of SNP/SSP
- RTI Act – offering Remarks, supplying documents (Copies) to SWI/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.

### **2.3.2 PASS SECTION**

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

### **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 /Med.UF 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 SWI/RTI.

## **TRADE UNION CELL**

- All correspondences of the section.
- Maintenance of records/registers.
- Liaison with all branches and collect remarks for PNM Meetings and other meetings like Pin pointing Meeting, 10 Hrs. Rules meeting.
- Conducting PREM meeting.
- Conducting PNM/FNM.
- Central SBF & Div.SBF.
- RTI Act – offering Remarks, supplying documents (Copies) to SWI/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 / 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 SWI/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 SWI/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 SWI/RTI.

## **CHAPTER – III**

### **3.0 CRITICAL ANALYSIS**

- 3.1 The activities involved in various sections under Sr.DPO/DPO have been covered under Chapter II
- 3.2 Since the cost of manpower is the biggest component of the expenditure of IR, rightsizing of manpower to reduce unit cost is an effective way to increase efficiency of Indian Railways. For rightsizing of Indian Railways, Railway Board has issued 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 '000 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 15<sup>th</sup> October 2009 has observed that Board directed that the units which hold staff above IR average, shall endeavor to reduce strength to IR average and directed that all our efforts may be made to reduce the staff strength for all identified activities to IR average (Railway Board letter No.2006/E&R/2800 Rly/Imp/Vol.V (Corr) dt.10/12.11.2009).

- 3.5 The 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      | <b>Note:</b> <ul style="list-style-type: none"> <li>✓ Each Bill Clerk is to be provided with a PC with Internet connectivity separately.</li> <li>✓ Specialized training is to be imparted to bill Clerks to raise their productivity</li> <li>✓ Each Cadre dealer is to be provided with a PC and printer with Internet connectivity.</li> <li>✓ A separate section can be created for processing transfer cases of employees of all departments and its updation in COMPTRAN.</li> </ul> |   |

As per the revised Railway Board order No. 11-2019/SPMPS/Yardstick/2, dated 30.06.2020, it has been decided that the yardstick/norms of various O & M activities across all departments on the railway stand reduced by 15% on as is where is basis as an interim measure with effect from 01.07.2020. Accordingly, the work study team has further reduced the 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/Deptt. Thereafter Two Clerks for 1380 Employees |

- 3.6 As far as PB/TPJ is concerned, 36 staff is engaged in Pay Bill sections whereas 22 staff in Cadre/SR updating sections. With regard to number of Bill units, it is 162 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              | 2667             | 41                | 17             | 8*                                      |
| 2            | Traffic & Commercial     | 2422             | 41                | 8              | 7                                       |
| 3            | Mechanical               | 1882             | 27                | 6              | 6                                       |
| 4            | Electrical               | 732              | 15                | 1              | 2                                       |
| 5            | Signal                   | 377              | 9                 | 1              | 1                                       |
| 6            | Medical                  | 456              | 10                | 1              | 1                                       |
| 7            | PB/General Admn/Gazetted | 605              | 19                | 2              | 2                                       |
| <b>TOTAL</b> |                          | <b>9141</b>      | <b>162</b>        | <b>36</b>      | <b>27</b>                               |

\* In engineering department, Pay bills are prepared by the PB clerks of the concerned SSE/P.Way depots. In Trichy division, 17 such depots are

functioning. Moreover, correspondence for promotions to Technician Grade II and I is also carried out by the concerned depot. Hence, 17 staff is allowed in place of 8 staff till the implementation of 1 PB clerk manning 2 depots. Then the total will be  $27+9=36$ .

### 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 |
|--------------|----------------------|------------------|--------------------------|----------------|------------------------------|
| 1            | Engineering          | 2667             | 2667                     | 4              | 5                            |
| 2            | Traffic & Commercial | 2422             | 2422                     | 7              | 4                            |
| 3            | Mechanical           | 1882             | 1882                     | 5              | 3                            |
| 4            | Electrical           | 732              | 732                      | 4              | 2                            |
| 5            | Signal & Tele        | 377              | 377                      | 1              | 1                            |
| 6            | Medical              | 456              | 456                      | 1              | 1                            |
| <b>TOTAL</b> |                      | <b>8536</b>      | <b>8536</b>              | <b>22</b>      | <b>16</b>                    |

**3.11. Requirement of staff (Section wise):**

| Sl. No.            | Section                         | Existing staff | Requirement/ Remarks              |
|--------------------|---------------------------------|----------------|-----------------------------------|
| 1                  | Bill section including Gazetted | 36             | 36 (Including 17 Openline clerks) |
| 2                  | Cadre/SR/Leave updating         | 22             | 16                                |
| 3                  | Coordination section            | 5              | 4                                 |
| 4                  | M&G section                     | 1              | 1                                 |
| 5                  | Pass section                    | 3              | 2                                 |
| 6                  | DAR section                     | 2              | 2                                 |
| 7                  | Computer section                | 2              | 2                                 |
| 8                  | Rules & General section         | 2              | 2                                 |
| 9                  | Settlement section              | 6              | 4                                 |
| 10                 | Quarters section                | 1              | 1                                 |
| 11                 | RTI section                     | 1              | 1                                 |
| 12                 | Confidential section            | 2              | 2                                 |
| 13                 | Welfare section                 | 1              | 1                                 |
| 14                 | Sr. DSC/O/TPJ                   | 4              | 4                                 |
| 15                 | MDZRTI                          | 4              | 5                                 |
| <b>Total</b>       |                                 | <b>92</b>      | <b>83</b>                         |
| LR & 12.5%         |                                 |                | 10                                |
| <b>Grand Total</b> |                                 |                | <b>93</b>                         |

**3.12 Overall Sanction vs. Requirement: Ministerial staff**

| Sl. No.      | Category  | Sanction   | Actual    | Requirement | Surplus   |
|--------------|-----------|------------|-----------|-------------|-----------|
| 1            | Ch.OS     | 26         | 25        | 25          | 1         |
| 2            | OS        | 61         | 51        | 50          | 11        |
| 3            | Sr. Clerk | 19         | 7         | 13          | 6         |
| 4            | Jr. Clerk | 5          | 9         | 5           | 0         |
| <b>TOTAL</b> |           | <b>111</b> | <b>92</b> | <b>93</b>   | <b>18</b> |

**3.13 Overall Sanction vs. Requirement of Typist Cadre:**

| Sl. No.      | Category     | Sanction  | Actual    | Requirement | Surplus  |
|--------------|--------------|-----------|-----------|-------------|----------|
| 1            | Supt.Type    | 5         | 1         | 5           | 0        |
| 2            | Chief Typist | 11        | 10        | 5           | 6        |
| <b>TOTAL</b> |              | <b>16</b> | <b>11</b> | <b>10</b>   | <b>6</b> |

**3.14 Overall Sanction vs. Requirement of GA/OA (Erstwhile Group `D` Cadre)**

| Category         | Sanction | Actual | Requirement | Surplus |
|------------------|----------|--------|-------------|---------|
| Office Assistant | 5        | 8      | 8           | 0       |

**Recommendation No. 1:**

1 vacant post in the category of Ch.OS with grade pay Rs. 4600/-,  
 11 vacant posts in the category of OS with grade pay Rs. 4200/-  
 6 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.

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

6 posts in the category of Chief Typist with grade pay Rs. 4200/- is found excess to the requirement, the same may be surrendered and credited to the Vacancy Bank.

**(6 Posts)****(Total - 24 Posts)**



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

The Draft Work Study Report was sent through e-office on 15/12/2020 to the Co-ordinating Officer identifying a surplus of 24 posts in various categories.

A reminder was sent through e-office on 22/01/2021 to offer the Division`s remarks on or before 29/01/2021. As per extant instructions, a period of 15 days is stipulated to offer the views/comments on the Draft Work study report. Till date, no views has been received despite repeated reminders over phone.

Hence, the Final Work Study Report is released without the remarks of the Division.

## **CHAPTER – V**

### **5.0 FINANCIAL SAVINGS**

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

| Sl. No.      | Category              | Grade pay (Rs.) | No. of posts | Money value | Annual Financial savings (Rs.) |
|--------------|-----------------------|-----------------|--------------|-------------|--------------------------------|
| 1            | Ch. OS                | 4600            | 1            | 109571      | 1314852                        |
| 1            | Office Superintendent | 4200            | 11           | 86463       | 11413116                       |
| 2            | Senior Clerk          | 2800            | 6            | 71078       | 4975460                        |
| 3            | Chief Typist          | 4200            | 6            | 86463       | 6225336                        |
| <b>Total</b> |                       |                 | <b>24</b>    |             | <b>2,39,28,764</b>             |



**Unit-wise Sanction/Actual/Vacancy position of Personnel Department  
TPJ Dn./GOC Units as on 01.12.2020**

| OFFICE        | Chief Office<br>Supdt.<br>(GP. 4600/-)<br>LEVEL-7 |    |    | Office Supdt.<br>(GP. 4200/-)<br>LEVEL-6 |    |    | Senior Clerk<br>(G.P. 2800/-)<br>LEVEL-5 |   |    | Jr. Clerk<br>(G.P. 1900/-)<br>LEVEL-2 |    |    | TOTAL |     |    |
|---------------|---|----|----|--|----|----|--|---|----|---------------------------------------|----|----|-------|-----|----|
|               | S   | A  | V  | S  | A  | V  | S  | A | V  | S                                     | A  | V  | S     | A   | V  |
| DPO/TPJ       | 24  | 24 | 0  | 53                                       | 45 | 8  | 15                                       | 7 | 8  | 4                                     | 9  | +4 | 96    | 85  | 11 |
| DSC/TPJ       | 1   | 0  | 01 | 5  | 4  | 1  | 2  | 0 | 2  | 0                                     | 0  | 0  | 8     | 4   | 4  |
| ZRTI/TPJ      | 1   | 1  | 0  | 3  | 2  | 1  | 2  | 0 | 2  | 1                                     | 0  | 1  | 7     | 3   | 4  |
| <b>Total</b>  | 26  | 25 | 01 | 61                                       | 51 | 10 | 19                                       | 7 | 12 | 5                                     | 9  | +4 | 111   | 92  | 19 |
| WPO/GOC       | 13  | 12 | 1  | 33                                       | 23 | 10 | 9  | 1 | 8  | 4                                     | 6  | +2 | 59    | 43  | 16 |
| Overall Total | 39  | 37 | 02 | 94                                       | 74 | 20 | 28                                       | 8 | 20 | 14                                    | 14 | 0  | 171   | 134 | 37 |

Including One OS post transferred to RRB/TVC in lieu of One post of Sr.Clerk of RRB/TVC

8 OS posts and 1 Sr.Clerk post of PB/TPJ and 5 OS posts of WPO/GOC were surrendered (TPJ Surrender memorandum No.T/P.535/XII/M&G Admn./Surrender dated 04.08.2020.

Order has been Smt.Jeyalakshmi Suresh, OS/RRB/MAS is under orders of promotion as Ch.O.S. She is yet to report at Sr.DPO/O/TPJ.(Ch.O.S Actual excluding Smt.Jeyalakshmi Suresh)

ANNEXURE II

GOVERNMENT OF INDIA  
MINISTRY OF RAILWAYS  
RAILWAY BOARD

New Delhi, dated 30.06.2020

No.11-2019/SPMPS/Yardstick/2

General Managers,  
All Indian Railways/ PUs

Sub: Revision of Yardsticks/ Norms of various O&amp;M activities on the Railways

Ref: Resolution of full Board Meeting dated

Consequent upon the directive from CRB in December, 2017, a comprehensive Manpower Strategy Note was issued to all Zonal Railways in May, 2018. Key component of this strategy was the revision of Yardsticks/Norms of various activities on the Railways. Board in its Meeting held on 28.12.2017 decided that manpower yardsticks for various O&M activities of all departments may be reviewed on account of technological inputs, outsourcing, changes in maintenance practices.

2.0 Accordingly, in May, 2019 Zonal Railways were advised to undertake a Zero Based Review of yardsticks for all O&M activities. Based on the inputs, the detailed views were given for concluding the revision of Yardsticks. Final view has already been given on Yardsticks for Civil Engg. (Tracktion), Medical, Accounts and Commercial Departments. However, the same in Civil Engg. (Bridge & Works), S&T, Security, Stores, Operating, Personnel and other Miscellaneous Departments have not yet been finalized.

3.0 Pursuant to the decision taken by the Board in its meeting held on 29.06.2020, it has been decided that the Yardsticks/Norms of various O&M activities across all Departments on the Railways stand reduced by 15% on as is where basis as an interim measure w.e.f 01.07.2020. This will however not be applicable to Electrical, Mechanical and Accounts Departments where the revised Yardsticks have already been issued in September 2019.

4.0 The final Yardsticks/Norms for each discipline will be communicated subsequently with the approval of Board on case to case basis. This interim reduction will automatically get superseded once the final revision of Yardsticks/ Norms are issued.

5.0 The PCPO and PFA of concerned Zonal Railway/PU may accordingly revise the Yardsticks/Norms of various O&M activities across all Departments (except Electrical, Mechanical and Accounts) and communicate compliance to Planning Directorate.

This issues with the approval of full Board (ME, MTR, MRS/MMM, MST, MT, FC & CRB).

*Sudheer Kumar*  
(Sudheer Kumar)  
Additional Member (Planning)  
Railway Board

Copy - CRB, ME, MTR, MRS/MMM, MST, FC, DG/HR, Secy/RB, AM/Revenue

Civil Engg. Norms

S&amp;T

Security

Stores