

दक्षिण मध्य रेलवे
SOUTH CENTRAL RAILWAY

WORK STUDY REPORT
ON
REVIEW OF STAFF STRENGTH
OF
STATISTICAL DEPARTMENT
OVER
SOUTH CENTRAL RAILWAY

*** **

मार्गदर्शक

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STUDY No: WSSCR-4/2020-21

September, 2020

केंद्रीय योजना संगठन, सिकंदराबाद
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SECUNDERABAD

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A C K N O W L E D G E M E N T

The Work study team is thankful to FA & CAO/TRAFFIC, S & A O, A S O and Supervisors of the Statistical Department for their assistance and guidance during the course of work study.

M E T H O D O L O G Y

The Work Study team has applied the following techniques for completion of the Work Study.

1. Collection of workload particulars.
2. Interaction with Officers and Staff of head quarters and Divisions.
3. Practical Observation of the pattern of working.
4. Critical examination of the existing system of working and Work load.
5. Assessment of manpower requirement.

S Y N O P S I S

SUBJECT: REVIEW OF STAFF STRENGTH AND WORKLOAD OF STATISTICAL
BRANCH OVER SCR

AUTHORITY: Lr No.G.276/2/WSSCR-4/2020-21

STUDY No: WSSCR-4/2020-21

REFERENCE FILE NO: No.G.276/2/ WSSCR-4/2020-21

➤ The Statistical Department staff works under Sr. Statistical & Analytical Officer. The staff is entrusted with the processing of important types of statistics. The major sections of the Statistical Department at head quarters are as follows:-

1. Operating section (RT)
2. Commercial section (RC)
3. Gross Earnings Section(GE)
4. Review Section
5. Inspectors section(STI)
6. Traffic costing section (TC)
7. General Section

Statistical staff is also working at divisional head quarters. Their main duty is to feed the data available in CTR (Combined Train Report)

➤ **Scale Check Statement/Statistical Branch/HQs:**

1. Head Quarts staff SAVE position:					
Category	Pay-Band	Grade Pay	Sanction	Actual	Vacancy
Ministerial staff					
COS	9300-34800	4600	10	12	-2
OS	9300-34800	4200	26	14	12
Sr. Clerk	5200-20200	2800	5	2	3
Jr. Clerk	5200-20200	1900	1	1	0
Ministerial staff Total			42	29	13
Inspectors					
SI-I	9300-34800	4600	3	2	1
SI-II	9300-34800	4200	1	1	0
Inspectors Total			4	3	1
Steno Gr-I	9300-34800	4200	1	1	0
Group-D					
Duftry	5200-20200	1900	1	0	1
Peon	5200-20200	1800	1	2	-1
Group-D Total			2	2	0
Traffic costing cell					
Sr. Tr. Inspector	9300-34800	4600	6	2	4
Head Quarts Total			55	37	18

➤ **Scale Check Statement/Statistical Branch/Divisions:**

2. Divisional staff SAVE position:					
Category	Pay-Band	Grade Pay	Sanction	Actual	Vacancy
SC Division					
COS	9300-34800	4600	2	2	0
OS	9300-34800	4200	5	3	2
Sr. Clerk	5200-20200	2800	2	2	0
Jr. Clerk	5200-20200	1900	1	0	1
Total			10	7	3
BZA Division					
COS	9300-34800	4600	2	1	1
OS	9300-34800	4200	5	3	2
Sr. Clerk	5200-20200	2800	1	0	1
Jr. Clerk	5200-20200	1900	1	2	-1
Peon	5200-20200	1800	1	0	1
Total			10	6	4
GTL Division					
COS	9300-34800	4600	1	0	1
OS	9300-34800	4200	2	1	1
Total			3	1	2
HYB Division					
COS	9300-34800	4600	1	0	1
OS	9300-34800	4200	2	1	1
Sr. Clerk	5200-20200	2800	1	1	0
Jr. Clerk	5200-20200	1900	0	1	-1
Total			4	3	1
GNT Division					
OS	9300-34800	4200	2	2	0
Sr. Clerk	5200-20200	2800	1	0	1
Jr. Clerk	5200-20200	1900	0	1	-1
Total			3	3	0
NED Division					
OS	9300-34800	4200	2	1	1
Jr. Clerk	5200-20200	1900	0	1	-1
Total			2	2	0
Divisions Total			32	22	10
Grand Total(HQs+ Divisions)			87	59	28

➤ **Staff requirement of Statistical Branch/HQs:**

Staff requirement of RT section (Operating section): Presently, 10 staff is working in the section. The similar statements compiled by the staff are grouped to 9. One staff is required for each group of the following statements:

Group I:

- Total consumption of lubricating oil
- Fundamentals of certain factors of statement No.2 to 4B
- Total Lube Oil consumed in Ltrs. For Pass. and goods services and also Ltrs. Per 100 EKMs for Pass. and goods Services.

Group II:

- Details of working expenses
- Route Kms, and track Kms, of the Railways as on 31st March.
- Accounts and Stat. Branch
- Analysis of working expenses of Optg. And Mech. Etc.

Group III:

- Details of working expenses
- Route Kms, and track Kms, of the Railways as on 31st March.
- Accounts and Stat. Branch
- Analysis of working expenses of Optg. And Mech. Etc.

Group IV:

- Mean, route Kms, track Kms, of the Railway as on 31st March.
- No. of stations interlocked and block stations etc.
- No. of locos Diesel & Elec. as on 31st March, No. of Coaches as on 31st March
- No. of Wagons as on 31st March

Group V:

- Punctuality of Mail/Express and other trains
- Goods Train Kms., Wagon Kms and wagon Kms/wagon day
- Pass & Goods GTKMs, NTKMs, NTKMs per wagon day
- Goods GTKMs
- Fundamentals of certain factors of statement No.2 to 4B
- NTKMs and GTKMs are worked
- Total train Kms, traction wise (Diesel & Electrical).
- Total train & Engine Hours
- Total Vehicle and Wagon Kms
- Train Kms., and GTKMs yearly

Group VI:

- No. of goods trains run, block loads of certain important commodities and speed of goods trains.
- Percentage of Shtg. & light EKMs to total
- No. of vehicles per train, average, No. of passengers carried per train and also total wagons per train.
- NTKMs per running track GTKMs per running track and route Kms.
- Equated Ekms, average cost of repair and maintenance of locos, wagon and coaching vehicles
- NTKMs per Train Engine Hour and Engine Hour
- Class-wise and Traction-wise Train Kms, GTKMs and parcel
- No. of Passenger, Goods & Special Trains run, 1st November to 31st October

Group VII:

- Pass, Train Kms., PCVs/OCVs & other vehicle Kms/Vehicle day
- Availability of Engine on Diff. Services, EKMs per Day per Engine in Use
- Online ineffective, train kms, Vehicle kms, Train usage, GTKMs Fuel consumed Earnings.
- Selected important indices compared with previous year & previous month.
- EKMs/Day/Engg. In use for pass. & goods etc.,
- Non suburban/mainline

Group VIII:

- Total Consumption of Diesel & Elec. And Fuel Consumed per 1000 GTKMs
- Total fuel consumed by locos.
- Fuel consumption service-wise, consumption per 1000 GTKMs for pass. And goods.
- Total Quantity of power consumed by Electric Locos/Consumption per 1000 GTKMs in KWHs.

Group IX:

- No. of Carriages & Wagons on Line
- Vehicle Kms. Per vehicle day wagon KM per wagon day and No. of coaches and wagons as on 31st March
- All types of repairs to Rolling Stock in Mech. And Ele. Etc.,
- No. of Staff Group wise & Cost staff Cost per Shtg., Engine Hours, Train engine regular and Traction-wise

On roll staff working in RT section=10

Total Staff requirement for RT section= 9

Excess staff=10-9=1

Staff requirement of RC section (Commercial section): Presently, 5 staff is working in the section. The similar statements compiled by the staff are grouped to 4. One staff is required for each group of the following statements:

Group I:

- Online indent of stores
- General maintenance of computers
- Compiling of CTR data of all divisions
- Downloading of Reports of Goods and passenger statistics from FOIS(7a,7c , FS 239)and TAMS(Traffic Accounts Management System-6A)

Group II:

- Plan head commodity-wise adv. Information regarding No. of Wagons, Tonnes, NTKMs, Earnings & lead
- Detailed commodity group-wise originating gauge-wise
- Non-revenue traffic tones and NTKMs
- Tonnes originating, T/P, term Cross carried, NTKMs, earnings and lead rate to end of 31st March
- Leg Wise -Goods Annual Zonal Statistics

Group III:

- Statement of commodity loadings (Wagons, Tonnage & Starting Wagon loads)
- Main commodity-wise tones movement under originating T/P, T/Terminating tones carried, tones Cross NTKMs, earnings, lead, rate
- Statement indicating financial results & Govt. Railways
- Capital-at-charge of Govt. Railway (Excluding Worked Lines)
- Capital-at-charge of Govt. Railways (Excluding Worked Lines)
- Statement showing total investment in Govt. Railways (Excl. Worked lines)
- Statement showing working expenses of Govt. Railways by the heads demands for grant. Statement of Capital-at-charge revenue earnings
- Details of gross earnings (Annual Statement) (Apportioned)
- Statement showing the value of Stores purchase.
- Stores Purchased (used for various functions) through different agencies and mode of procurement
- Statement showing the Stores Transaction
- Summary -Statement showing the Stores Transaction
- Sub-Standard staff quarters

Group IV:

- Passenger originating, Pass, Carried, Pkms, and earnings (Apportioned)
- Pass. Originating/Pass. Carried, Passenger earnings Pass. Kms., rates lead as on 31st March
- Leg Wise- Passenger Annual Zonal Statistics
- Parcel Traffic- Tonnes & earnings

On roll staff working in RC section=5

Total Staff requirement for RC section= 4

Excess staff=5-4=1

Staff requirement of GE section (Gross Earnings Section): Presently, 6 staff is working in the section. The similar statements compiled by the staff are grouped to 4. One staff is required for each group of the following statements:

- Advance statement of Gross Earnings -Originating No. of passengers, earnings, goods, other chg. & Sundry earnings excl PRS
- Statement No.18D -Originating No. of passengers, earnings, goods, other chg. & Sundry earningsNo. of passengers and earnings class-wise with cumulative figures
- Express letter (No. of Passenger class-wise and earnings) No. of passengers and earnings class-wise with cumulative figures

Group I: SC Division

Group II: BZA Division

Group III: GTL & GNT Divisions

Group IV: HYB & NED Divisions

On roll staff working in GE section=6

Total Staff requirement for GE section= 4

Excess staff=6-4=2

Staff requirement of Review section: Presently, 2 staff is working in the section. One staff is required to collect data for GM annual report and to prepare GM's Annual Narrative Report.

On roll staff working in Review section=2

Total Staff requirement for Review section= 1

Excess staff=2-1=1

Staff requirement of Inspectors section:

One inspector is required to perform the following duties:

- Inspection of data source points like stations, sidings and yards etc.
- Accompanying Statistical and analysis officers during their inspection
- Preparation of "Quartly inspection report" to be sent to Railway Board
- Quartely appraisal report should be furnished to Railway Board

One inspector is required to perform the following duties:

- Co-ordination with other departments to get the required data
- Checking of periodical, monthly and annual statistical statements/ reports sent to Railway Board
- Statistical test checks should be conducted for all the important statements

On roll staff working in Inspectors section =3

Total Staff requirement for Inspectors section = 2

Excess staff=3-2=1

Staff requirement of TC section (Traffic costing section):

One TC inspector is required to perform the following duties:

- Proforma V: bifurcation of expenditure among EMU/Suburban/Coaching and Goods for nominated accounting Heads prescribed by Railway Board.
- Goods Unit cost:
- Freight commodities train costing

One TC inspector is required to perform the following duties:

- Coaching Unit Cost:
- Suburban Analysis: Extracting Expenditure from SC Division, HYB Division and Head Quarters for common heads prescribed by Railway Board as per Statistical Manual Volume II
- Incremental cost:
- Profitability and train costing of passenger trains

On roll staff working in TC section =3

Total Staff requirement for TC section = 2

Excess staff=3-2=1

Staff requirement of General section: One staff is required for each group (I to IV) and two staff for Group V

Group I: Over all Supervision, maintenance of attendance registers, monthly imprest cash and other miscellaneous works. Receipt of DAK from other departments and dispatch of statements from S&O to other user departments and Railway Board

Group II: Indenting of stores items both stock and non-stock items, issues and receipts of stores items. Chasing of non stock indents at Dy.COS/M&E/LGD and S&F/Stores

Group III: Issuing of Privilege Pass & PTOs to the staff of Headquarters, Statistical Branch, Traffic Costing Cell and retired staff of Statistical Branch. Forwarding of TA bills, PF application and other establishment correspondence. Dealing with Monthly absentees statement and budget matters.

Group IV: Taking dictation from Officers, i.e. Statistics & Analysis Officer, Assistant Statistical Officer and Traffic Costing Officer. Dealing with confidential matters. Maintaining Personal Files Officers, Maintaining APARs of Headquarters, Statistical Branch Staff and Traffic Costing Cell. Sending and receiving emails from Railway Board and other foreign railways.

Group V: Two office Assistants for attending two officers, S&AO and ASO and issuing of dispatch letters to user departments

- On roll staff working in General section =8
- Total Staff requirement for General section = 6
- Excess staff=8-6=2

➤ **Summary of Staff requirement of Statistical Department at Head quarts**

Section	On Roll	Requirement
RT(Operating section)	10	9
RC(Commercial section)	5	4
GE(Gross earnings section)	6	4
Review section	2	1
Inspectors section	3	2
TC(traffic Costing section)	3	2
General Section	8	6
Total	37	28

- Total sanctions of Statistical Department at Head quarts=55
- Total required staff of Statistical Department at Head quarts=28
- Total excess staff of Statistical Department at Head quarts=55-28=27

➤ **Staff requirement of Statistical Department at Divisions:**

Practical observations conducted in the Divisions to calculate the time taken to feed the data per one CTR. It is observed that the time taken to feed the data for one CTR varies from 2 to 3 minutes. Hence, the average time taken for one CTR is 2.5 minutes.

Division	Total No. Of CTRs dealt in a month	Time taken to feed the CTRs(in hrs)	No. Of days taken to feed the CTRs	staff required to complete the work in one month*
SC	29000	$29000 \times 2.5 / 60 = 1208$	$1208 / 8 = 151$	$151 / 22 = 7$
BZA	20000	$20000 \times 2.5 / 60 = 833$	$833 / 8 = 104$	$104 / 22 = 5$
GTL	27000	$27000 \times 2.5 / 60 = 1125$	$1125 / 8 = 140$	$140 / 22 = 6$
HYB	13600	$13600 \times 2.5 / 60 = 567$	$567 / 8 = 71$	$71 / 22 = 3$
GNT	5400	$5400 \times 2.5 / 60 = 225$	$225 / 8 = 28$	$28 / 22 = 1$
NED	5500	$5500 \times 2.5 / 60 = 229$	$229 / 8 = 29$	$29 / 22 = 1$
Total	100500	$100500 \times 2.5 / 60 = 4187$	523	23

*For calculation of staff requirement, 22 Working days are taken in a Month

- Total sanctions of Statistical Department at Divisions=32
- Total Staff requirement of Statistical Department at Divisions= 23
- Total excess staff of Statistical Department at Divisions=32-23=9

➤ **Summary of Staff requirement of Statistical Department (Head quarts + Divisions)**

HQ/Division	Sanctions	On Roll	Vacant	Requirement	Excess
HQs	55	37	18	28	27
SC	10	7	3	7	3
BZA	10	6	4	5	5
GTL	3	1	2	6	-3
HYB	4	3	1	3	1
GNT	3	3	0	1	2
NED	2	2	0	1	1
Total	87	59	28	51	36

Recommendations:

- It is recommended to surrender **36 posts**, **28** vacant posts immediately and remaining **8** posts after redeployment of the on roll excess staff

CHAPTER – I

INTRODUCTION

The Railway statistics are based on factors of quantity, distance, duration and service. The primary factors denoting these units are expressed as follows:

Quantity : expressed in number of tones and passengers transported and in earnings derived

Distance: expressed in kilometres

Duration: in hours and days

Service: in trains, vehicles, wagons & engines.

These primary units are linked together to denote joint conceptions and are expressed in composite terms called fundamental units viz., tonne kilometres representing the product of the quantity and distance travelled, passenger kilometres, train kilometres, wagon kilometres, engine hours, wagon days etc., are obtained in similar manner.

Finally the eventual concept on which statistics are based i.e., the relationship that exists between two sets of primary or fundamental units and the results thus arrived at, are the derived units.

The principal heads under which the Railway Statistics are generally grouped are (a) Economic & Financial Statistics (b) Transportation Statistics (c) Commercial Statistics (d) Rolling-stock & Workshop repair statistics & (e) Administrative statistics

The compilation of Railway statistics of Indian Railways is classified broadly under two categories viz., (i) those statistics required to be compiled by the Railways/ Railway Board in order to keep informed about the different activities and (ii) further detailed Railway statistics which individual Railways may undertake for their own respective domestic/divisional requirements.

The organization for compilation and interpretation of statistics is under the charge of the Director (Statistics & Economics) under the FC for Railways. The statistical compilation work on SCR is in the charge of Statistics & Analysis Officer functioning under the FA&CAO. Some statistical data are also compiled for the domestic needs by the different units. The data from which statistics are compiled are derived from various initial documents sent to the Statistical department by the divisions, stations, sheds, yards, etc. and also from FOIS data.

The Statistical department undertakes the processing of important types of statistics namely, Operating & Commercial Statistics which constitute the bulk of the statistical information. A certain amount of statistics reported for accidents, claims, marshalling yard operations, terminal operations, rolling stock, workshops, staff, etc., is generally undertaken by the departments concerned although the same are consolidated and reported by the Statistical department.

For any railroad organization, continuous cargo visibility is the most critical component of its physical distribution system. FOIS allows freight customers to get instant access to information regarding the current status of their consignments in transit, allowing them to implement just-in-time inventory management systems and better logistics management. It is also a system for management and control of freight movement, which assists managers to optimize asset utilization. This is especially important for the Indian Railways, whose key revenue earnings arise from its freight traffic.

The market share of freight traffic had been on the decline over the last few decades, owing to improvements in road infrastructure. To arrest this decline, it was imperative to (a) Enhance customer responsiveness through cargo visibility and information dissemination, (b) Reduce operating expenses (c) Improve asset utilization.

Indian Railways has successfully launched the Freight Operations Information System (FOIS) & Coaching Operations Information System (COIS) covering almost the entire railway network. The design, development, and implementation of the system are a totally indigenous effort accomplished by CMC along with the Centre for Railways Information Systems (CRIS).

It has the framework for an enterprise database and information system. It lays the foundation for a complete logistics management system, furnishing real time information on the chain of physical distribution, an essential element in reducing inventory costs.

The application is interface-ready for web-based services like connectivity to customers, a payment gateway interface and flexible information to both internal and external users. The system also generates as many as 1200 managerial reports. These reports being generated by the FOIS & COIS application has presently replaced many of the statistical data, being generated by the Statistical department.

Indian Railways is a labour intensive industry having a workforce of about 13 lakh. Productivity of costly physical assets owned by Indian Railways for carrying out its core business of transporting men and materials all over the country is largely dependent on effective manpower management. In the past couple of decades there have been vast changes in the operational technologies in the Indian Railways by way of modernization, electrification, computerization and mechanization. These changes, in turn, require a completely new approach to manpower planning.

A comparison of present staff expenditure and staff cost with that of a decade ago would reveal that the staff strength has reduced but the staff expenditure has gone up manifold. The increasing staff cost and the magnitude of the cost in relation to gross expenditure and gross receipts only emphasizes the importance of effective management of manpower over Indian Railways

In this context, the work study team conducted Work study on review of staff strength of statistical department over SCR to Calculation of requirement of staff as per the present workload of statistical branch/SCR.

CHAPTER – II

EXISTING SCENARIO

2.1 The Statistical Department staff works under Sr. Statistical & Analytical Officer. The staff is entrusted with the processing of important types of statistics. The major sections of the Statistical Department at head quarters are as follows:-

- Operating section (RT)
- Commercial section (RC)
- Gross Earnings Section(GE)
- Review Section
- Inspectors section(STI)
- Traffic costing section (TC)
- General Section

Statistical staff is also working at divisional head quarters. Their main duty is to feed the data available in CTR (Combined Train Report)

2.2 STAFF STRENGTH- SECTION WISE:

S.No.	Name	Designation	Section	Date of Retirement
1	Shri K.Venkaiah	Ch.OS	General	31-8-2021
2	G.B.Pushpalatha	Ch.OS	GE	30-6-2021
3	Shri K.A.Dattatreya	Ch.OS	RC	31-11-2026
4	Shri B.Maheswara Rao	Ch.OS	RT	30-6-2024
5	Smt. B.Ameena Lakshmi	Ch.OS	RT	31-7-2022
6	R.Vijaya Kumar	Ch.OS	Review	28-2-2021
7	Shri R.Padmini	Ch.OS	GE	31-1-2026
8	Shri Suhel Qamar	Ch.OS	RT	31-8-2024
9	Smt. Ablin Soloman Raj	Ch.OS	Review	31-10-2028
10	Shri A.N.Shankar Das	Ch.OS	General	31-12-2020
11	Smt. N.S.Prashanti	OS	GE	30-4-2025
12	Shri Sirish R. Kamat	OS	GE	30-9-2022
13	Smt. M.Yogeetha	OS	RC	31-8-2032
14	Shri V.K.Ramakrishna Rao	OS	RT	31-10-2026

15	Smt. R.Geetha Srinivasa Rao	OS	GE	30-11- 2025
16	Shri. K.Ravi Kumar	OS	RC	30-9-2021
17	Smt. V.Gowri	OS	RT	31-5-2023
18	Shri K.Ayyapu Reddy	OS	General	31-5-2035
19	Smt. Poonam Rawat	OS	RT	30-4-2038
20	Shri N.Rameshwar Rao	OS	RC	31-7-2030
21	Shri G.Manikyam	OS	GE	30-6-2033
22	Shri Jagdish Prasad	OS	RT	31-3-2045
23	Shri Ganesh Singh	OS	RT	30-9-2030
24	Shri D.Gopala Rao	Sr.Clerk	General	31-5-2026
25	Smt. V.S.Kaveri Rani	Sr.Clerk	RT	31-5-2022
26	Shri Santosh Kumar	Jr.Clerk	RT	31-1-2042
27	Shri K.Ravi Babu	Stat. Ins.G-I	Inspection	30-6-2031
28	Shri R.Madhusudhan Rao	Stat. Ins.G-I	Inspection	29-2-2028
29	Shri R.Raghavacharyul u	Stat.Ins.G-II	Inspection	30-6-2025
30	Shri S.Srinivasa Rao Goud	Sr.Steno	General	30-9-2033
31	Shri. K.Muttaiah	General Assistant	General	28-2-2041
32	Shri O.Naresh	General Assistant	General	31-8-2048
33	Shri K.V.Chalapathi	Ch.OS	RC	30-6-2021
34	Shri.T.Seshagiri Rao	OS	RT	30-11- 2031
35	Md. Khateb	Ch.OS	RT	31-8-2021
36	Shri E.Seetharam	Sr.TCI	Traffic Costing	30-6-2027
37	Shri S.Murali	Sr.TCI	Traffic Costing	31-5-2026

2.3 RT Section (Operating Section):

Available staff on-roll (Total 10): Ch. OS =3, OS =5, Sr. Clerk =1, Jr. Clerk =1

1. Shri B. Maheswara Rao(COS): Overall in charge of RT section
2. Smt. Aameena Lakshmi(COS):
 - Total consumption of lubricating oil
 - Fundamentals of certain factors of statement No.2 to 4B
 - Total Lube Oil consumed in Ltrs. For Pass. and goods services and also Ltrs. Per 100 EKMs for Pass. and goods Services.
3. Shri Md. Suhel Qamar(COS):
 - Details of working expenses
 - Route Kms, and track Kms, of the Railways as on 31st March.
 - Accounts and Stat. Branch
 - Analysis of working expenses of Optg. And Mech. Etc.
4. Shri V.K. Ramakrishna Rao(OS):
 - Mean, route Kms, track Kms, of the Railway as on 31st March.
 - No. of stations interlocked and block stations etc.
 - No. of locos Diesel & Elec. as on 31st March, No. of Coaches as on 31st March
 - No. of Wagons as on 31st March
5. Smt.V. Gowri (OS):
 - Punctuality of Mail/Express and other trains
 - Goods Train Kms., Wagon Kms and wagon Kms/wagon day
 - Pass & Goods GTKMs, NTKMs, NTKMs per wagon day
 - Goods GTKMs
 - Fundamentals of certain factors of statement No.2 to 4B
 - NTKMs and GTKMs are worked
 - Total train Kms, traction wise (Diesel & Electrical).
 - Total train & Engine Hours
 - Total Vehicle and Wagon Kms
 - Train Kms., and GTKMs yearly
 -
6. Smt. Poonam Rawat(OS):
 - Pass, Train Kms., PCVs/OCVs & other vehicle Kms/Vehicle day
 - Availability of Engine on Diff. Services, EKMs per Day per Engine in Use
 - Online ineffective, train kms, Vehicle kms, Train usage, GTKMs Fuel consumed Earnings.
 - Selected important indices compared with previous year & previous month.
 - EKMs/Day/Engg. In use for pass. & goods etc.,
 - Non suburban/mainline
7. Shri Jagadish Prasad(OS):
 - Total Consumption of Diesel & Elec. And Fuel Consumed per 1000 GTKMs
 - Total fuel consumed by locos.
 - Fuel consumption service-wise, consumption per 1000 GTKMs for pass. And goods.
 - Total Quantity of power consumed by Electric Locos/Consumption per 1000 GTKMs in KWHs.

8.Srmt.V.Kaveri Rani(Sr. Clerk):

- No. of goods trains run, block loads of certain important commodities and speed of goods trains.
- Percentage of Shtg. & lightEKMs to total
- No. of vehicles per train, average, No. of passengers carried per train and also total wagons per train.
- NTKMs per running track GTKMs per running track and route Kms.
- Equated Ekms, average cost of repair and maintenance of locos, wagon and coaching vehicles
- NTKMs per Train Engine Hour and Engine Hour
- Class-wise and Traction-wise Train Kms, GTKMs and parcel
- No. of Passenger, Goods & Special Trains run, 1st November to 31st October

9. Shri Santhosh Kumar(Jr.Clerk):

- No. of Carriages & Wagons on Line
- Vehicle Kms. Per vehicle day wagon KM per wagon day and No. of coaches and wagons as on 31st March
- All types of repairs to Rolling Stock in Mech. And Ele. Etc.,
- No. of Staff Group wise & Cost staff
- Cost per Shtg., Engine Hours, Train engine regular and Traction-wise.

10. Shri Ganesh Singh(OS):

- Working in Accounts department

2.4 RC Section (Commercial Section):

Available staff on-roll (Total 5): Ch. OS =1, OS =4

1. Shri K. Dattatreya(COS):In charge :

- Online indent of stores
- General maintenance of computers
- Compiling of CTR data of all divisions
- Downloading of Reports of Goods and passenger statistics from FOIS(7a,7c , FS 239)and TAMS(Traffic Accounts Management System-6A)

2. Shri T. Seshagiri Rao(OS):

- Parcel Traffic- Tonnes & earnings

3. Smt.M. Yogeetha(OS):

- Plan head commodity-wise adv. Information regarding No. of Wagons, Tonnes, NTKMs, Earnings & lead
- Detailed commodity group-wise originating gauge-wise
- Non-revenue traffic tones and NTKMs
- Tonnes originating, I/P, term Cross carried, NTKMs, earnings and lead rate to end of 31st March
- Leg Wise -Goods Annual Zonal Statistics

4. K. Ravi Kumar(OS):

- Statement of commodity loadings (Wagons, Tonnage & Starting Wagon loads)
- Main commodity-wise tones movement under originating T/P, T/Terminating tones carried, tones Cross NTKMs, earnings, lead, rate
- Statement indicating financial results & Govt. Railways
- Capital-at-charge of Govt. Railway (Excluding Worked Lines)
- Capital-at-charge of Govt. Railways (Excluding Worked Lines)
- Statement showing total investment in Govt. Railways (Excl. Worked lines)
- Statement showing working expenses of Govt. Railways by the heads demands for grant. Statement of Capital-at-charge revenue earnings
- Details of gross earnings (Annual Statement) (Apportioned)
- Statement showing the value of Stores purchase.
- Stores Purchased (used for various functions) through different agencies and mode of procurement
- Statement showing the Stores Transaction
- Summary -Statement showing the Stores Transaction
- Sub-Standard staff quarters

5. Shri N.Rameshwar Rao(OS):

- Passenger originating, Pass, Carried, Pkms, and earnings (Apportioned)
- Pass. Originating/Pass. Carried, Passenger earnings Pass. Kms., rates lead as on 31st March
- Leg Wise- Passenger Annual Zonal Statistics

2.5 GE Section (Gross Earnings Section):

Available staff on-roll (Total 6): Ch. OS =2, OS =4

1. Smt. G. B. Puhpa Latha (COS): In charge: Over all in charge of RC section

2. Smt. R. Padmini(COS): BZA Division:

- Advance statement of Gross Earnings -Originating No. of passengers, earnings, goods, other chg. & Sundry earnings excl PRS
- Statement No.18D -Originating No. of passengers, earnings, goods, other chg. & Sundry earningsNo. of passengers and earnings class-wise with cumulative figures
- Express letter (No. of Passenger class-wise and earnings) No. of passengers and earnings class-wise with cumulative figures

3. Shri V. S. Kamat (OS): GTL&GNT Division:

- Advance statement of Gross Earnings -Originating No. of passengers, earnings, goods, other chg. & Sundry earnings excl PRS
- Statement No.18D -Originating No. of passengers, earnings, goods, other chg. & Sundry earningsNo. of passengers and earnings class-wise with cumulative figures
- Express letter (No. of Passenger class-wise and earnings) No. of passengers and earnings class-wise with cumulative figures

4. Smt.N. S. Prasanthi(OS): (HYB Division):

- Advance statement of Gross Earnings -Originating No. of passengers, earnings, goods, other chg. & Sundry earnings excl PRS
- Statement No.18D -Originating No. of passengers, earnings, goods, other chg. & Sundry earningsNo. of passengers and earnings class-wise with cumulative figures
- Express letter (No. of Passenger class-wise and earnings) No. of passengers and earnings class-wise with cumulative figures

5. Shri G. Manikyam(OS): (SC Division):
 - Advance statement of Gross Earnings -Originating No. of passengers, earnings, goods, other chg. & Sundry earnings excl PRS
 - Statement No.18D -Originating No. of passengers, earnings, goods, other chg. & Sundry earningsNo. of passengers and earnings class-wise with cumulative figures
 - Express letter (No. of Passenger class-wise and earnings) No. of passengers and earnings class-wise with cumulative figures
6. Smt.R. Gettha S. Rao(OS) : NED Division:
 - Advance statement of Gross Earnings -Originating No. of passengers, earnings, goods, other chg. & Sundry earnings excl PRS
 - Statement No.18D -Originating No. of passengers, earnings, goods, other chg. & Sundry earningsNo. of passengers and earnings class-wise with cumulative figures
 - Express letter (No. of Passenger class-wise and earnings) No. of passengers and earnings class-wise with cumulative figures

2.6 Review Section:

Available staff on-roll (Total 2): Ch. OS =2

1. Ablin S. Raj(COS):

- GM's Annual Narrative Report- Performance of S.C. Railway year ending 31st March(Booklet)

2. Shri R. Vijaykumar(COS):

- Collection of data for GM annual report

2.7 Inspectors section:

Available staff on-roll (Total 3): STI =3

1. Shri K.Ravibabu (Stat. Inspector):

2. Shri R.Madhusudhanrao (Stat. Inspector):

3. Shri R.Raghavacharyulu (Stat. Inspector):

The above three inspectors are performing the following duties:

- Inspection of data source points like stations, sidings and yards etc.
- Accompanying Statistical and analysis officers during their inspection
- Co-ordination with other departments to get the required data
- Checking of periodical, monthly and annual statistical statements/ reports sent to Railway Board
- Preparation of "Quarterly inspection report" to be sent to Railway Board
- Statistical test checks should be conducted for all the important statements
- Quarterly appraisal report should be furnished to Railway Board

2.8 TC (Traffic Coasting) Section:

Available staff on-roll (Total 3): Sr. TCI =3

1.Shri E. Seetharam(Sr.TCI):

2.Shri S.Murali (Sr.TCI):

3. Shri Md.Khateb (Sr.TCI):

All the three Inspectors Preparing the following Annual returns and submits to Railway Board:

- Proforma V: bifurcation of expenditure among EMU/Suburban/Coaching and Goods for nominated accounting Heads prescribed by Railway Board.
- Goods Unit cost:
- Coaching Unit Cost:

- Suburban Analysis: Extracting Expenditure from SC Division, HYB Division and Head Quarters for common heads prescribed by Railway Board as per Statistical Manual Volume II
- Incremental cost:
- Profitability and train costing of passenger trains
- Freight commodities train costing

2.9 General Section:

Available staff on-roll (Total 8): Ch. OS =2, OS =2, Sr. Steno=1, Sr. Clerk =1, General Assistant =2

1. K.Venkaih (Ch.OS): Over all Supervision, maintenance of attendance registers, monthly imprest cash and other miscellaneous works.
2. A.N.Shanker Das (Ch.OS): Indenting of stores items both stock and non-stock items, issues and receipts of stores items. Chasing of non stock indents at Dy.COS/M&E/LGD and S&F/Stores
3. K. Ayapu Reddy(OS):Indenting of stores items both stock and non-stock items, issues and receipts of stores items. Chasing of non stock indents at Dy.COS/M&E/LGD and S&F/Stores
4. D. Gopal Rao(Sr.Clerk): Receipt of DAK from other departments and dispatch of statements from S&O to other user departments and Railway Board
5. N.Venkateswara Reddy(OS):Issuing of Privilege Pass & PTOs to the staff of Headquarters, Statistical Branch, Traffic Costing Cell and retired staff of Statistical Branch. Forwarding of TA bills, PF application and other establishment correspondence. Dealing with Monthly absentee's statement and budget matters.
6. S.Srinivasa Rao Goud(Sr.Steno):Taking dictation from Officers, i.e. Statistics & Analysis Officer, Assistant Statistical Officer and Traffic Costing Officer. Dealing with confidential matters. Maintaining Personal Files Officers, Maintaining APARs of Headquarters, Statistical Branch Staff and Traffic Costing Cell. Sending and receiving emails from Railway Board and other foreign railways.
7. K. Muttaiah (General Assistant):Attending two officers, S&AO and ASO and issuing of dispatch letters to user departments.
8. O. Naresh(General Assistant):Attending two officers S&AO and ASO and issuing of dispatch letters to user departments.

2.10 Statistical Branch/Divisions:

Available staff on-roll (Total 22): Ch. OS =3, OS =11, Sr. Clerk =3, Jr. Clerk =5

SC Division on-roll (Total 7): Ch. OS =2, OS =3, Sr. Clerk =2

BZA Division on-roll (Total 6): Ch. OS =1, OS =3, Jr. Clerk =2

GTL Division on-roll (Total 1): OS =1

HYB Division on-roll (Total 3): OS =1, Sr. Clerk =1, Jr. Clerk =1

GNT Division on-roll (Total 3): OS =2, Jr. Clerk =1

NED Division on-roll (Total 2): OS =1, Jr. Clerk =1

3.0 Critical analysis & practical observations revealed that the statistical data is being get through online systems like FOIS, COIS and others systems. Local software developed to feed CTRs data. Hence, the workload of the Statistical department reduced drastically. Computerization in the sections and modification of FOIS and COIS out puts as per Railway Board's format further decreased the workload.

3.1 The Statistical Department staff works under Sr. Statistical & Analytical Officer. The staff is entrusted with the processing of important types of statistics. The major sections of the Statistical Department at head quarters are as follows:-

8. Operating section (RT)
9. Commercial section (RC)
10. Gross Earnings Section (GE)
11. Review Section
12. Inspectors section (STI)
13. Traffic costing section (TC)
14. General Section

Statistical staff is also working at divisional head quarters. Their main duty is to feed the data available in CTR (Combined Train Report)

3.2 Scale Check Statement/Statistical Branch/HQs:

Head Quarts staff SAVE position:					
Category	Pay-Band	Grade Pay	Sanction	Actual	Vacancy
Ministerial staff					
COS	9300-34800	4600	10	12	-2
OS	9300-34800	4200	26	14	12
Sr. Clerk	5200-20200	2800	5	2	3
Jr. Clerk	5200-20200	1900	1	1	0
Ministerial staff Total			42	29	13
Inspectors					
SI-I	9300-34800	4600	3	2	1
SI-II	9300-34800	4200	1	1	0
Inspectors Total			4	3	1
Steno Gr-I	9300-34800	4200	1	1	0
Group-D					
Duftry	5200-20200	1900	1	0	1
Peon	5200-20200	1800	1	2	-1
Group-D Total			2	2	0
Traffic costing cell					
Sr. Tr. Inspector	9300-34800	4600	6	2	4
Head Quarts Total			55	37	18

3.3 Scale Check Statement/Statistical Branch/Divisions:

Divisional staff SAVE position					
Category	Pay-Band	Grade Pay	Sanction	Actual	Vacancy
SC Division					
COS	9300-34800	4600	2	2	0
OS	9300-34800	4200	5	3	2
Sr. Clerk	5200-20200	2800	2	2	0
Jr. Clerk	5200-20200	1900	1	0	1
Total			10	7	3
BZA Division					
COS	9300-34800	4600	2	1	1
OS	9300-34800	4200	5	3	2
Sr. Clerk	5200-20200	2800	1	0	1
Jr. Clerk	5200-20200	1900	1	2	-1
Peon	5200-20200	1800	1	0	1
Total			10	6	4
GTL Division					
COS	9300-34800	4600	1	0	1
OS	9300-34800	4200	2	1	1
Total			3	1	2
HYB Division					
COS	9300-34800	4600	1	0	1
OS	9300-34800	4200	2	1	1
Sr. Clerk	5200-20200	2800	1	1	0
Jr. Clerk	5200-20200	1900	0	1	-1
Total			4	3	1
GNT Division					
OS	9300-34800	4200	2	2	0
Sr. Clerk	5200-20200	2800	1	0	1
Jr. Clerk	5200-20200	1900	0	1	-1
Total			3	3	0
NED Division					
OS	9300-34800	4200	2	1	1
Jr. Clerk	5200-20200	1900	0	1	-1
Total			2	2	0
Divisions Total			32	22	10
Grand Total(HQs+ Divisions)			87	59	28

3.4 WORK LOAD OF STATISTICAL DEPARTMENT/HQs:

The staff of statistical department compiles the data from various sources like FOIS, COIS, CTRs data from Divisions and prepare the statements like Tri-monthly, Monthly and Annual statements as follows:

SL. NO.	ST. NO.	NAME OF THE STATEMENT	PERIODICITY	SOURCE/DATE OF RECEIPT	UTILITY	SEC
1		Advance statement of Gross Earnings	Tri-monthly (10 day period)	CRIS returns, FOIS, Coml. 675/F form from stns. On 3 rd 13 th & 23 rd	Dir. Of Stat./RB CCM, FA&CAO	GE
2		Statement No.18D	Tri-monthly (10 day period)	CRIS returns, FOIS, Coml. 675/F form from stns. On 3 rd 13 th & 23 rd	FA&CAO, CCM,FA&CAO/T etc	GE
3		Express letter (No. of Passenger class-wise and earnings)	Tri monthly (10 day period)	CRIS returns, FOIS, Coml. 675/F form from stns. On 3 rd 13 th & 23 rd	Dir. Of Stat/RB CCM, SAO/Budget	GE
4	7/A	Goods Revenue Statistics Advance information selected commodities	Monthly/ Cumulative	Invoice	Dir. Of Stat./RB	RC
5	7/B	Goods Revenue Statistics detailed commodity	Monthly/ Cumulative	Invoice	Dir of Stat./RB	RC
6		Wagon Loading Statement	Monthly/ Cumulative	St.No.7A & 7B	Dir. Of Stat/RB COM & CCM	RC
7		Goods-Non-revenue statistics	Monthly /Cumulative	Tab.7/B Non-revenue	Dir. Of Stat./RB	RC
8	7/C	Commodity statement	Monthly /Cumulative		Dir. Of Stat./RB CCM/SAO (T)	RC
9	6/B	Parcel Traffic	Monthly/ Cumulative	Parcel Way Bills	Dir. Of Stat./RB CCM	RC
10	6/A	Passenger Revenue Statistics	Monthly/ Cumulative	Pass. Classifications PRS, UTS, RITES	Dir of Stat./RB CCM/Dy.CAO/T	RC
SL. NO.	ST. NO.	NAME OF THE STATEMENT	PERIODICITY	SOURCE/ DATE OF RECEIPT	UTILITY	SEC
11	1/A	Passenger train performance	Monthly	COM, 12 th of every month	Dir of Stat./RB CCM	RT
12	1/B	Passenger Train Performance	Monthly	CTR 18 th of the following month	Dir. Of Stat./RB CPTM	RT
13	2	Goods train Performance	Monthly /Cumulative	CTR 18 th of the following	Dir. Of Stat/RB COM	RT

				month		
14	3/A	Passenger & Goods Train Performance	Monthly /Cumulative	CTR 18 th of the following month	Dir of Stat./RB COM/CPTM/CME	RT
15	3/B	Goods Train Performance (Through Goods)	Monthly /Cumulative	CTR 18 th of the following month	Dir. Of Stat./RB COM/CPTM/CME	RT
16	4/A	Rolling Stock (Loco) Performance	Monthly /Cumulative	CTR 18 th of the following month	Dir. Of Stat./RB COM/CPTM/CME	RT
17	4/B	Rolling Stock (C&W) Performance	Monthly /Cumulative	CME/COM & TAB 18 th of the following month	Dir of Stat./RB CME	RT
18	5/A	Fuel & Power Statistics	Monthly /Cumulative	Sr.DME/CME 18 th of the following month	Dir. Of Stat./RB FA&CAO (Fuel COM)	RT
19	5/B	Lubricating Oil Statistics	Monthly /Cumulative	All Sr.DMEs/ Fgn. Rly. EKMs & 18 th of the following month	Dir. Of Stat./RB FA&CAO (Stores)/CME	RT
20	8	EMU,DEMU,DHMU	Monthly /Cumulative	CEE, DME/BZA and DME/MLY	Dir. Of Stat./RB CME	RT

SL. NO.	ST. NO.	NAME OF THE STATEMENT	PERIODICITY	SOURCE/DATE OF RECEIPT	UTILITY	SEC
21	19	Supply. Information to monthly statement 2 to 4b	Monthly	CTR other Railways	Dir. Of STAT./RB COM	RT
22	--	Monthly Evaluation Report	Monthly	COM, CME, CCM, CSTE, CEE	CRB	RT
23		Selected Statistical Indices	Monthly	CTR & Statistical Branch	All HODS	RT

SL. NO.	ST. NO.	NAME OF THE STATEMENT	PERIOD	SOURCE	UTILITY	SEC
24	1	Financial Results	Annual	AAO(X)	RB	RC
25	2(a)	Capital-At-Charge of the Railway	Annual	AAO(X)	RB	RC
26	2(b)	Capital Outlay of Branch lines worked by Govt. Railways	Annual	AAO(X)	RB	RC
27	3	Total Investment	Annual	AAO(X)	RB	RC
28	4	Working Expenses	Annual	AAO(X)	RB	RC
29	5	Capital-at-	Annual	AAO(X)	RB	RC

		charge/Capital outlay revenue earnings & expenses.				
30	6	Grossing Earnings of each Railway System	Annual	SAO (T)	RB	RC
31	7	Working Expenses of each Railway (Excluding Suspense and Payments to worked Lines)	Annual	AAO(X)	RB	RT
32	8	Kilometrage Statement	Annual	CE/Engg.	RB	RT
33	9(a)	Mean, route and running track Kms, and gradients of the Railway	Annual	Engg. & Comml.	RB	RT
34	9(b)	No. of Stations classified	Annual	Optg. & Comml. S&T	RB	RT

SL. NO.	ST. NO.	NAME OF THE STATEMENT	PERIODICITY	SOURCE/DAT E OF RECEIPT	UTILIT Y	SE C
35	10	Equipment showing the actual stock running on 31 st march. (a) Locomotives , Rail Cars, propelled and Internal combustion propelled and EMU. (b) Coaching Stock (c) Goods Stock.	Annual	CME	RB	RT
36	12	Passenger Revenue Statistics Gauge-wise.	Annual	Statistical Branch	RB	RC
37	--	Passenger Annual Zonal Statistics.	Annual	Statistical Branch	RB	RC
38	13	Goods Revenue Statistics.	Annual	Statistical Branch	RB	RC
39	--	Goods Annual Zonal Statistics.	Annual	Statistical Branch	RB	RC
40	15	Results of working	Annual	Accounts & Statistical	RB	RT

				Branch		
41	16	Tonne Kms.	Annual	Statistical Branch	RB	RT
42	17	Train Engine Kilometrage	Annual	Statistical Branch	RB	RT
43	18	Engine Hours	Annual	Statistical Branch	RB	RT
44	19(a)	Vehicle and Wagon Kms.	Annual	Statistical Branch	RB	RT
45	19(b)	Goods Train performance detailed Statistics & Through Goods Trains.	Annual	Statistical Branch	RB	RT
46	20	Running of trains and special goods trains.	Annual	Statistical Branch	RB	RT
47	21	Statement of Shtg. & Light	Annual	Statistical Branch	RB	RT
48	22	Engine Usage	Annual	Statistical Branch		RT
49	23	Loads of trains	Annual	Statistical Branch		RT

SL. NO.	ST. NO.	NAME OF THE STATEMENT	PERIODICITY	SOURCE/DATE OF RECEIPT	UTILITY	SEC
50	24	Vehicle and Wagon Train usage	Annual	Statistical Branch	RB	RT
51	25	Density of traffic	Annual	Statistical Branch	RB	RT
52	26(a)	Repairs of Rolling Stock	Annual	Statistical Branch	RB	RT
53	26(b)	Cost of repairs and maintenance of rolling stock.	Annual	AAO/Exp.	RB	RT
54	27(a)	Cost consumption by classes.	Annual	AAO(Stores)/C OM	RB	RT
55	27(b)	Coal consumption by classes of services.	Annual	AAO(Stores)/C OM	RB	RT
56	27(c)	Electric Power consumption by classes of services.	Annual	AAO(Stores)/C OM &CEE	RB	RT
57	28	Efficiency	Annual	Statistical	RB	RT

		Statistics.		Branch		
58	30	Analysis of working expenses for table A to M for the year.	Annual	AAO/Exp.	RB	RT
59	31	Lube Oil Consumption.	Annual	Stat. Branch.	RB	RT
60	32	MEMU, DEMU, DHMU, MMTS, EMU	Annual	CEE/Track DME, DSL, BZA, MLY	RB	RT
61	38(a)	Value of Stores purchased by Govt. Railway	Annual	FA&CAO(Stores)/CCM/CME	RB	RC

SL. NO.	ST. NO.	NAME OF THE STATEMENT	PERIODICITY	SOURCE/DATE OF RECEIPT	UTILITY	SEC
1		2	4	5	6	8
62	38(b)	Stores Purchased (used for various functions)	Annual	Dy.CMM/GP&S	RB	RC
63	39	Stores Transaction	Annual	FA&CAO(Stores)	RB	RC
64	39(b)	Summary Statement of Stores Transaction on Govt. Railways	Annual	FA&CAO(Stores)	RB	RC
65	40	Staff Statistics	Annual	CPO & all DPOs WPOs, FA&CAO	RB	RT
66	44	Sub-standard quarters	Annual	CE(OL)	RB	RC
67		Annexure to Annual Statement 16,17 and 19(a)	Annual	Statistical Branch	RB	RT
68	60	Cost per Shtg. Engine Hour.	Annual	Statistical Branch/CME, CEE.	RB	RT
69	--	GM's Annual Narrative Report	Annual	Various Railway Departments and other State Governments	RB	Review
70	--	No. of Passenger, Goods & Special Trains run.	Annual	All Sr.DOMs	RB	RT

3.5 WORK LOAD OF STATISTICAL DEPARTMENT/DIVISIONS:

Division	No. Of Depots	No. Of CTRs dealt in a month (Goods)	No. Of CTRs dealt in a month (Exp)	No. Of CTRs dealt in a month (Pass)	No. Of CTRs dealt in a month (MEMU/ DEMU)	No. Of CTRs dealt in a month (shunting/ dept)	Total No. Of CTRs dealt in a month
SC	9	10000	12000	3000	3000	1000	29000
BZA	4	7000	6000	2000	2000	3000	20000
GTL	8	8000	13000	2000	1500	2500	27000
HYB	2	6000	5000	500	2000	100	13600
GNT	3	2000	2500	200	500	200	5400
NED	5	1500	2000	1000	300	700	5500
Total	31	34500	44000	8200	6500	7300	100500

3.6 Staff requirement of Statistical Branch/HQs:

1. RT Section (Operating Section):

Available staff on-roll (Total 10): Ch. OS =3, OS =5, Sr. Clerk =1, Jr. Clerk =1

1. Shri B. Maheswara Rao(COS): Overall in charge of RT section
2. Smt. Ameena Lakshmi(COS):
 - Total consumption of lubricating oil
 - Fundamentals of certain factors of statement No.2 to 4B
 - Total Lube Oil consumed in Ltrs. For Pass. and goods services and also Ltrs. Per 100 EKMs for Pass. and goods Services.
3. Shri Md. Suhel Qamar(COS):
 - Details of working expenses
 - Route Kms, and track Kms, of the Railways as on 31st March.
 - Accounts and Stat. Branch
 - Analysis of working expenses of Optg. And Mech. Etc.
4. Shri V.K. Ramakrishna Rao(OS):
 - Mean, route Kms, track Kms, of the Railway as on 31st March.
 - No. of stations interlocked and block stations etc.
 - No. of locos Diesel & Elec. as on 31st March, No. of Coaches as on 31st March
No. of Wagons as on 31st March
5. Smt.V. Gowri (OS):
 - Punctuality of Mail/Express and other trains
 - Goods Train Kms., Wagon Kms and wagon Kms/wagon day
 - Pass & Goods GTKMs, NTKMs, NTKMs per wagon day
 - Goods GTKMs
 - Fundamentals of certain factors of statement No.2 to 4B
 - NTKMs and GTKMs are worked
 - Total train Kms, traction wise (Diesel & Electrical).
 - Total train & Engine Hours
 - Total Vehicle and Wagon Kms
 - Train Kms., and GTKMs yearly

6. Smt. Poonam Rawat(OS):

- Pass, Train Kms., PCVs/OCVs & other vehicle Kms/Vehicle day
- Availability of Engine on Diff. Services, EKMs per Day per Engine in Use
- Online ineffective, train kms, Vehicle kms, Train usage, GTKMs Fuel consumed Earnings.
- Selected important indices compared with previous year & previous month.
- EKMs/Day/Engg. In use for pass. & goods etc.,
- Non suburban/mainline

7. Shri Jagadish Prasad(OS):

- Total Consumption of Diesel & Elec. And Fuel Consumed per 1000 GTKMs
- Total fuel consumed by locos.
- Fuel consumption service-wise, consumption per 1000 GTKMs for pass. And goods.
- Total Quantity of power consumed by Electric Locos/Consumption per 1000 GTKMs in KWHs.

8. Srmt.V.Kaveri Rani(Sr. Clerk):

- No. of goods trains run, block loads of certain important commodities and speed of goods trains.
- Percentage of Shtg. & lightEKMs to total
- No. of vehicles per train, average, No. of passengers carried per train and also total wagons per train.
- NTKMs per running track GTKMs per running track and route Kms.
- Equated Ekms, average cost of repair and maintenance of locos, wagon and coaching vehicles
- NTKMs per Train Engine Hour and Engine Hour
- Class-wise and Traction-wise Train Kms, GTKMs and parcel
- No. of Passenger, Goods & Special Trains run, 1st November to 31st October

9. Shri Santhosh Kumar(Jr.Clerk):

- No. of Carriages & Wagons on Line
- Vehicle Kms. Per vehicle day wagon KM per wagon day and No. of coaches and wagons as on 31st March
- All types of repairs to Rolling Stock in Mech. And Ele. Etc.,
- No. of Staff Group wise & Cost staff
- Cost per Shtg., Engine Hours, Train engine regular and Traction-wise.

10. Shri Ganesh Singh(OS):

- Working in Accounts department

Staff requirement of RT section: Presently, 10 staff is working in the section.

The similar statements compiled by the staff are grouped to 9. One staff is required for each group of the following statements:

Group I:

- Total consumption of lubricating oil
- Fundamentals of certain factors of statement No.2 to 4B
- Total Lube Oil consumed in Ltrs. For Pass. and goods services and also Ltrs. Per 100 EKMs for Pass. and goods Services.

Group II:

- Details of working expenses
- Route Kms, and track Kms, of the Railways as on 31st March.
- Accounts and Stat. Branch
- Analysis of working expenses of Optg. And Mech. Etc.

Group III:

- Details of working expenses
- Route Kms, and track Kms, of the Railways as on 31st March.
- Accounts and Stat. Branch
- Analysis of working expenses of Optg. And Mech. Etc.

Group IV:

- Mean, route Kms, track Kms, of the Railway as on 31st March.
- No. of stations interlocked and block stations etc.
- No. of locos Diesel & Elec. as on 31st March, No. of Coaches as on 31st March
No. of Wagons as on 31st March

Group V:

- Punctuality of Mail/Express and other trains
- Goods Train Kms., Wagon Kms and wagon Kms/wagon day
- Pass & Goods GTKMs, NTKMs, NTKMs per wagon day
- Goods GTKMs
- Fundamentals of certain factors of statement No.2 to 4B
- NTKMs and GTKMs are worked
- Total train Kms, traction wise (Diesel & Electrical).
- Total train & Engine Hours
- Total Vehicle and Wagon Kms
- Train Kms., and GTKMs yearly

Group V I:

- No. of goods trains run, block loads of certain important commodities and speed of goods trains.
- Percentage of Shtg. & light EKMs to total
- No. of vehicles per train, average, No. of passengers carried per train and also total wagons per train.
- NTKMs per running track GTKMs per running track and route Kms.
- Equated Ekms, average cost of repair and maintenance of locos, wagon and coaching vehicles
- NTKMs per Train Engine Hour and Engine Hour
- Class-wise and Traction-wise Train Kms, GTKMs and parcel

No. of Passenger, Goods & Special Trains run, 1st November to 31st October

Group VII:

- Pass, Train Kms., PCVs/OCVs & other vehicle Kms/Vehicle day
- Availability of Engine on Diff. Services, EKMs per Day per Engine in Use
- Online ineffective, train kms, Vehicle kms, Train usage, GTKMs Fuel consumed Earnings.
- Selected important indices compared with previous year & previous month.
- EKMs/Day/Engg. In use for pass. & goods etc.,
- Non suburban/mainline

Group VIII:

- Total Consumption of Diesel & Elec. And Fuel Consumed per 1000 GTKMs
- Total fuel consumed by locos.
- Fuel consumption service-wise, consumption per 1000 GTKMs for pass. And goods.
- Total Quantity of power consumed by Electric Locos/Consumption per 1000 GTKMs in KWHs.

Group IX:

- No. of Carriages & Wagons on Line
- Vehicle Kms. Per vehicle day wagon KM per wagon day and No. of coaches and wagons as on 31st March
- All types of repairs to Rolling Stock in Mech. And Ele. Etc.,
- No. of Staff Group wise & Cost staff Cost per Shtg., Engine Hours, Train engine regular and Traction-wise

On roll staff working in RT section=10

Total Staff requirement for RT section= 9

Excess staff=10-9=1

2. RC Section (Commercial Section):

Available staff on-roll (Total 5): Ch. OS =1, OS =4

1. Shri K. Dattatreya(COS):In charge :

- Online indent of stores
- General maintenance of computers
- Compiling of CTR data of all divisions
- Downloading of Reports of Goods and passenger statistics from FOIS(7a,7c , FS 239)and TAMS(Traffic Accounts Management System-6A)

2. Shri T. Seshagiri Rao(OS):

- Parcel Traffic- Tonnes & earnings

3. Smt.M. Yogeetha(OS):

- Plan head commodity-wise adv. Information regarding No. of Wagons, Tonnes, NTKMs, Earnings & lead
- Detailed commodity group-wise originating gauge-wise
- Non-revenue traffic tones and NTKMs
- Tonnes originating, T/P, term Cross carried, NTKMs, earnings and lead rate to end of 31st March
- Leg Wise -Goods Annual Zonal Statistics

4. K. Ravi Kumar(OS):

- Statement of commodity loadings (Wagons, Tonnage & Starting Wagon loads)
- Main commodity-wise tones movement under originating T/P, T/Terminating tones carried, tones Cross NTKMs, earnings, lead, rate
- Statement indicating financial results & Govt. Railways
- Capital-at-charge of Govt. Railway (Excluding Worked Lines)
- Capital-at-charge of Govt. Railways (Excluding Worked Lines)
- Statement showing total investment in Govt. Railways (Excl. Worked lines)
- Statement showing working expenses of Govt. Railways by the heads demands for grant. Statement of Capital-at-charge revenue earnings
- Details of gross earnings (Annual Statement) (Apportioned)
- Statement showing the value of Stores purchase.
- Stores Purchased (used for various functions) through different agencies and mode of procurement
- Statement showing the Stores Transaction
- Summary -Statement showing the Stores Transaction
- Sub-Standard staff quarters

5. Shri N.Rameshwar Rao(OS):

- Passenger originating, Pass, Carried, Pkms, and earnings (Apportioned)
- Pass. Originating/Pass. Carried, Passenger earnings Pass. Kms., rates lead as on 31st March
- Leg Wise- Passenger Annual Zonal Statistics

Staff requirement of RC section (Commercial section): Presently, 5 staff is working in the section. The similar statements compiled by the staff are grouped to 4. One staff is required for each group of the following statements:

Group I:

- Online indent of stores
- General maintenance of computers
- Compiling of CTR data of all divisions
- Downloading of Reports of Goods and passenger statistics from FOIS(7a,7c , FS 239)and TAMS(Traffic Accounts Management System-6A)

Group II:

- Plan head commodity-wise adv. Information regarding No. of Wagons, Tonnes, NTKMs, Earnings & lead
- Detailed commodity group-wise originating gauge-wise
- Non-revenue traffic tones and NTKMs
- Tonnes originating, T/P, term Cross carried, NTKMs, earnings and lead rate to end of 31st March
- Leg Wise -Goods Annual Zonal Statistics

Group III:

- Statement of commodity loadings (Wagons, Tonnage & Starting Wagon loads)
- Main commodity-wise tones movement under originating T/P, T/Terminating tones carried, tones Cross NTKMs, earnings, lead, rate
- Statement indicating financial results & Govt. Railways
- Capital-at-charge of Govt. Railway (Excluding Worked Lines)
- Capital-at-charge of Govt. Railways (Excluding Worked Lines)
- Statement showing total investment in Govt. Railways (Excl. Worked lines)
- Statement showing working expenses of Govt. Railways by the heads demands for grant. Statement of Capital-at-charge revenue earnings
- Details of gross earnings (Annual Statement) (Apportioned)
- Statement showing the value of Stores purchase.
- Stores Purchased (used for various functions) through different agencies and mode of procurement
- Statement showing the Stores Transaction
- Summary -Statement showing the Stores Transaction
- Sub-Standard staff quarters

Group IV:

- Passenger originating, Pass, Carried, Pkms, and earnings (Apportioned)
- Pass. Originating/Pass. Carried, Passenger earnings Pass. Kms., rates lead as on 31st March
- Leg Wise- Passenger Annual Zonal Statistics
- Parcel Traffic- Tonnes & earnings

On roll staff working in RC section=5

Total Staff requirement for RC section= 4

Excess staff=5-4=1

3. GE Section (Gross Earnings Section):

Available staff on-roll (Total 6): Ch. OS =2, OS =4

1. Smt. G. B. Puhpa Latha (COS): In charge: Over all in charge of RC section

2. Smt. R. Padmini(COS): **BZA Division:**

- Advance statement of Gross Earnings -Originating No. of passengers, earnings, goods, other chg. & Sundry earnings excl PRS
- Statement No.18D -Originating No. of passengers, earnings, goods, other chg. & Sundry earningsNo. of passengers and earnings class-wise with cumulative figures
- Express letter (No. of Passenger class-wise and earnings) No. of passengers and earnings class-wise with cumulative figures

3. Shri V. S. Kamat (OS): GTL&GNT Division:

- Advance statement of Gross Earnings -Originating No. of passengers, earnings, goods, other chg. & Sundry earnings excl PRS
- Statement No.18D -Originating No. of passengers, earnings, goods, other chg. & Sundry earningsNo. of passengers and earnings class-wise with cumulative figures
- Express letter (No. of Passenger class-wise and earnings) No. of passengers and earnings class-wise with cumulative figures

4. Smt.N. S. Prasanthi(OS): (HYB Division):

- Advance statement of Gross Earnings -Originating No. of passengers, earnings, goods, other chg. & Sundry earnings excl PRS

- Statement No.18D -Originating No. of passengers, earnings, goods, other chg. & Sundry earningsNo. of passengers and earnings class-wise with cumulative figures
 - Express letter (No. of Passenger class-wise and earnings) No. of passengers and earnings class-wise with cumulative figures
5. Shri G. Manikyam(OS): (SC Division):
- Advance statement of Gross Earnings -Originating No. of passengers, earnings, goods, other chg. & Sundry earnings excl PRS
 - Statement No.18D -Originating No. of passengers, earnings, goods, other chg. & Sundry earningsNo. of passengers and earnings class-wise with cumulative figures
 - Express letter (No. of Passenger class-wise and earnings) No. of passengers and earnings class-wise with cumulative figures
6. Smt.R. Gettha S. Rao(OS) : NED Division:
- Advance statement of Gross Earnings -Originating No. of passengers, earnings, goods, other chg. & Sundry earnings excl PRS
 - Statement No.18D -Originating No. of passengers, earnings, goods, other chg. & Sundry earningsNo. of passengers and earnings class-wise with cumulative figures
 - Express letter (No. of Passenger class-wise and earnings) No. of passengers and earnings class-wise with cumulative figures

Staff requirement of GE section (Gross Earnings Section): Presently, 6 staff is working in the section. The similar statements compiled by the staff are grouped to 4. One staff is required for each group of the following statements:

- Advance statement of Gross Earnings -Originating No. of passengers, earnings, goods, other chg. & Sundry earnings excl PRS
- Statement No.18D -Originating No. of passengers, earnings, goods, other chg. & Sundry earningsNo. of passengers and earnings class-wise with cumulative figures
- Express letter (No. of Passenger class-wise and earnings) No. of passengers and earnings class-wise with cumulative figures

Group I: SC Division

Group II: BZA Division

Group III: GTL & GNT Divisions

Group IV: HYB & NED Divisions

On roll staff working in GE section=6

Total Staff requirement for GE section= 4

Excess staff=6-4=2

4. Review Section:

Available staff on-roll (Total 2): Ch. OS =2

1. Ablin S. Raj(COS): GM's Annual Narrative Report- Performance of S.C. Railway year ending 31st March(Booklet)
2. Shri R. Vijaykumar(COS):Collection of data for GM annual report

Staff requirement of Review section: One staff is required to collect data for GM annual report and to prepare GM's Annual Narrative Report.

On roll staff working in Review section=2

Total Staff requirement for Review section= 1

Excess staff=2-1

5. Inspectors section:

Available staff on-roll (Total 3): STI =3

1. Shri K.Ravibabu (Stat. Inspector):
2. Shri R.Madhusudhanrao (Stat. Inspector):
3. Shri R.Raghavacharyulu (Stat. Inspector):

The above three inspectors are performing the following duties:

- Inspection of data source points like stations, sidings and yards etc.
- Accompanying Statistical and analysis officers during their inspection
- Co-ordination with other departments to get the required data
- Checking of periodical, monthly and annual statistical statements/ reports sent to Railway Board
- Preparation of "Quarterly inspection report" to be sent to Railway Board
- Statistical test checks should be conducted for all the important statements
- Quarterly appraisal report should be furnished to Railway Board

Staff requirement of Inspectors section: One inspector is required to perform the following duties:

- Inspection of data source points like stations, sidings and yards etc.
- Accompanying Statistical and analysis officers during their inspection
- Preparation of "Quartly inspection report" to be sent to Railway Board
- Quartely appraisal report should be furnished to Railway Board

One inspector is required to perform the following duties:

- Co-ordination with other departments to get the required data
- Checking of periodical, monthly and annual statistical statements/ reports sent to Railway Board
- Statistical test checks should be conducted for all the important statements

On roll staff working in Inspectors section =3

Total Staff requirement for Inspectors section = 2

Excess staff=3-2=1

6. TC (Traffic Coasting) Section:

Available staff on-roll (Total 3): Sr. TCI =3

- 1.Shri E. Seetharam(Sr.TCI):
- 2.Shri S.Murali (Sr.TCI):
3. Shri Md.Khateb (Sr.TCI):

All the three Inspectors Preparing the following Annual returns and submits to Railway Board:

- Proforma V: bifurcation of expenditure among EMU/Suburban/Coaching and Goods for nominated accounting Heads prescribed by Railway Board.
- Goods Unit cost:
- Coaching Unit Cost:
- Suburban Analysis: Extracting Expenditure from SC Division, HYB Division and Head Quarters for common heads prescribed by Railway Board as per Statistical Manual Volume II
- Incremental cost:
- Profitability and train costing of passenger trains
- Freight commodities train costing

Staff requirement of TC section:

One TC inspector is required to perform the following duties:

- Proforma V: bifurcation of expenditure among EMU/Suburban/Coaching and Goods for nominated accounting Heads prescribed by Railway Board.
- Goods Unit cost:
- Freight commodities train costing

One TC inspector is required to perform the following duties:

- Coaching Unit Cost:
- Suburban Analysis: Extracting Expenditure from SC Division, HYB Division and Head Quarters for common heads prescribed by Railway Board as per Statistical Manual Volume II
- Incremental cost:
- Profitability and train costing of passenger trains

On roll staff working in TC section = 3

Total Staff requirement for TC section = 2

Excess staff = 3 - 2 = 1

7. General Section:

Available staff on-roll (Total 8): Ch. OS = 2, OS = 2, Sr. Steno = 1, Sr. Clerk = 1, General Assistant = 2

1. K.Venkaih (Ch.OS): Over all Supervision, maintenance of attendance registers, monthly imprest cash and other miscellaneous works.
2. A.N.Shanker Das (Ch.OS): Indenting of stores items both stock and non-stock items, issues and receipts of stores items. Chasing of non stock indents at Dy.COS/M&E/LGD and S&F/Stores
3. K. Ayapu Reddy(OS): Indenting of stores items both stock and non-stock items, issues and receipts of stores items. Chasing of non stock indents at Dy.COS/M&E/LGD and S&F/Stores
4. D. Gopal Rao(Sr.Clerk): Receipt of DAK from other departments and dispatch of statements from S&O to other user departments and Railway Board
5. N.Venkateswara Reddy(OS): Issuing of Privilege Pass & PTOs to the staff of Headquarters, Statistical Branch, Traffic Costing Cell and retired staff of Statistical Branch. Forwarding of TA bills, PF application and other establishment correspondence. Dealing with Monthly absentee's statement and budget matters.
6. S.Srinivasa Rao Goud(Sr.Steno): Taking dictation from Officers, i.e. Statistics & Analysis Officer, Assistant Statistical Officer and Traffic Costing Officer. Dealing with confidential matters. Maintaining Personal Files Officers, Maintaining APARs of Headquarters, Statistical Branch Staff and Traffic Costing Cell. Sending and receiving emails from Railway Board and other foreign railways.
7. K. Muttaiah (General Assistant): Attending two officers, S&AO and ASO and issuing of dispatch letters to user departments.
8. O. Naresh (General Assistant): Attending two officers S&AO and ASO and issuing of dispatch letters to user departments.

Staff requirement of General section: One staff is required for each group (I to IV) and two staff for Group V

Group I: Over all Supervision, maintenance of attendance registers, monthly imprest cash and other miscellaneous works. Receipt of DAK from other departments and dispatch of statements from S&O to other user departments and Railway Board

Group II: Indenting of stores items both stock and non-stock items, issues and receipts of stores items. Chasing of non stock indents at Dy.COS/M&E/LGD and S&F/Stores

Group III: Issuing of Privilege Pass & PTOs to the staff of Headquarters, Statistical Branch, Traffic Costing Cell and retired staff of Statistical Branch. Forwarding of TA bills, PF application and other establishment correspondence. Dealing with Monthly absentees statement and budget matters.

Group IV: Taking dictation from Officers, i.e. Statistics & Analysis Officer, Assistant Statistical Officer and Traffic Costing Officer. Dealing with confidential matters. Maintaining Personal Files Officers, Maintaining APARs of Headquarters, Statistical Branch Staff and Traffic Costing Cell. Sending and receiving emails from Railway Board and other foreign railways.

Group V: Two office Assistants for attending two officers, S&AO and ASO and issuing of dispatch letters to user departments

- On roll staff working in General section =8
- Total Staff requirement for General section = 6
- Excess staff=8-6=2

3.7 Statistical Branch/Divisions:

Available staff on-roll (Total 22): Ch. OS =3, OS =11, Sr. Clerk =3, Jr. Clerk =5

SC Division on-roll (Total 7): Ch. OS =2, OS =3, Sr. Clerk =2

BZA Division on-roll (Total 6): Ch. OS =1, OS =3, Jr. Clerk =2

GTL Division on-roll (Total 1): OS =1

HYB Division on-roll (Total 3): OS =1, Sr. Clerk =1, Jr. Clerk =1

GNT Division on-roll (Total 3): OS =2, Jr. Clerk =1

NED Division on-roll (Total 2): OS =1, Jr. Clerk =1

Practical observations conducted in the Divisions to calculate the time taken to feed the data per one CTR. It is observed that the time taken to feed the data for one CTR varies from 2 to 3 minutes. Hence, the average time taken for one CTR is 2.5 minutes.

Division	Total No. Of CTRs dealt in a month	Time taken to feed the CTRs(in hrs)	No. Of days taken to feed the CTRs	staff required to complete the work in one month*
SC	29000	$29000 \times 2.5 / 60 = 1208$	$1208 / 8 = 151$	$151 / 22 = 7$
BZA	20000	$20000 \times 2.5 / 60 = 833$	$833 / 8 = 104$	$104 / 22 = 5$
GTL	27000	$27000 \times 2.5 / 60 = 1125$	$1125 / 8 = 140$	$140 / 22 = 6$
HYB	13600	$13600 \times 2.5 / 60 = 567$	$567 / 8 = 71$	$71 / 22 = 3$
GNT	5400	$5400 \times 2.5 / 60 = 225$	$225 / 8 = 28$	$28 / 22 = 1$
NED	5500	$5500 \times 2.5 / 60 = 229$	$229 / 8 = 29$	$29 / 22 = 1$
Total	100500	$100500 \times 2.5 / 60 = 4187$	523	23

*For calculation of staff requirement, 22 Working days are taken in a Month
Total Staff requirement of Statistical Branch/Divisions: 23

3.8 Summary of Staff requirement of Statistical Department at Head quarts and Divisions:

HQ/Division	Sanctions	On Roll	Vacant	Requirement	Excess
HQs	55	37	18	28	27
SC	10	7	3	7	3
BZA	10	6	4	5	5
GTL	3	1	2	6	-3
HYB	4	3	1	3	1
GNT	3	3	0	1	2
NED	2	2	0	1	1
Total	87	59	28	51	36

3.9 Recommendations:

- It is recommended to surrender **36** posts, **28** vacant posts immediately and remaining **8** posts after redeployment of the on roll excess staff

CHAPTER-IV**FINANCIAL IMPLICATIONS**

- 4.1 When the recommendations are accepted, the recurring savings on surrender of the following posts in Statistical Department/SCR will be as follows:

S N o	Category	Scale		No. of po sts	Mean Pay	Level	DA @ 17%	Emolumen ts P.M (in Rs.)	Total Emoluments P.A (in Rs.)
		From	10 th level						
1	Inspectors	35400	46200	6	40800	6	6936	286416	3436992
2	OS/Clerks	19900	26000	30	22950	30	3901	805530	9666360
	TOTAL			36					13103352

On implementation of the recommendations of Work-study report, an annual savings of **Rs.1.31 crores** can be achieved.

R E C O M M E N D A T I O N S

Sl. No.	Description	Para No.
1	It is recommended to surrender 36 posts, 28 vacant posts immediately and remaining 8 posts after redeployment of the on roll excess staff	3.9