

दक्षिण पूर्व मध्य रेलवे  
SOUTH EAST CENTRAL RAILWAY

कार्यालय  
वरिष्ठ उपमहाप्रबंधक, बिलासपुर



Office of the  
Sr. Dy. General Manager, Bilaspur.  
Tel.No. 64006(Rly), 07752-414229

पत्र सं. No. WS/Engg./NGP/ 806

दिनांक Dated: 01.10.2020

The Divisional Railway Manager,  
S.E.C. Railway,  
Nagpur.

Sub: Work study on "Review of existing cadre strength vis-a-vis workload of SSE (Works)/Bailyshop, Motibagh & Itwari units of Engineering Department, Nagpur Division."

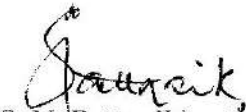
Ref.: (i) This office letter No. WS/Engg./NGP/440, dated 15.06.2020.  
(ii) This office letter No. WS Engg./NGP/570, 703 dated 24.07.2020, 26.08.2020.

The work study of SSE (Works)/Bailyshop, Motibagh & Itwari units of Engineering Department in Nagpur Division has been conducted to review the existing cadre strength vis-a-vis workload in view of outsourcing of all petty repair/maintenance activities, water supply work & Horticulture work of SSE(Works) units, need base requirement and effective savings in manpower cost. Draft study report vide letter under reference was sent to DRM/NGP & PCE to furnish the remarks. Further, two reminders addressed to Sr. DEN (Co)/NGP were also sent to furnish the remarks on the draft report. But, no reply pertaining to above Study report has been received by this office so far. Hence, the draft study report is finalised.

The work study report contains recommendation for surrender of 220 surplus posts (33 vacant) of Artisan category, Helper, Mate, Caretaker & Chowkidar in phase-wise from Engineering Department of Nagpur Div. In Phase-I, 33 vacant posts of Artisan, Helper, Mate, Caretaker & Chowkidar should be surrendered immediately. And in Phase-II balance 187 live posts should be surrendered after implementation of outsourcing of all activities of SSE (Works)/Bailyshop, Motibagh & Itwari units and live men may be redeployed in other needful category as per extant Rule. Besides this, some suggestions are also made to improve the efficiency.

Therefore, it is requested that suitable instructions may be given to concerned officers for implementation of the work Study report and copy of surrender memorandum may be sent to this office so that progress of implementation of work study can be advised to Railway Board accordingly.

**This has the approval of SDGM.**

  
(S. N. Pattnaik) 1/10/2020

Asst. Work Study Officer  
For Sr. Deputy General Manager

Encl: 1 work study report.

Copy along with one copy of work study report is forwarded to:-

- 1) The Executive Director, E&R (ME), Railway Board for kind information.
- 2) Secretary/SECR for kind information of GM.
- 3) PCE/SECR/BSP for kind information and necessary action please.
- 4) Sr. DEN (Co)/NGP, Sr. DPO/NGP for kind information and necessary action.



# **SOUTH EAST CENTRAL RAILWAY**

## **WORK STUDY CELL**

*Work study report on*

**Review of Existing Cadre strength vis-à-vis Workload**  
**of “SSE(Works) Bailyshop, Motibagh & Itwari” Units**  
**of Engineering Deptt. in Nagpur Division.**

OVER S.E.C. RAILWAY



WORK STUDY CELL  
S. E C. RAILWAY  
BILASPUR

STUDY NO.  
**SEC/05/2020-21**

**SOUTH EAST CENTRAL RAILWAY**

**WORK STUDY REPORT**

**ON**

**Review of Existing Cadre strength vis-à-vis Workload  
of “SSE(Works) Baillyshop, Motibagh & Itwari” Units  
of Engineering Deptt. in Nagpur Division**

**OVER S.E.C. RAILWAY**

**GUIDED BY**

**SRI AMIT KUMAR SINGH  
SR.DY. GENERAL MANAGER**

**LED BY**

**SRI S. N. PATTNAIK,  
ASST. WORK STUDY OFFICER**

**CONDUCTED BY**

**SRI VIKAS KUMAR SINHA  
CH. WORK STUDY INSPECTOR**

**SRI SUNIL KUMAR MISHRA  
WORK STUDY INSPECTOR**

**WORK STUDY CELL  
S. E. C. RAILWAY BILASPUR**

**STUDY No.  
SEC/05/2020-21**

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## **SUMMARY OF RECOMMENDATIONS & SUGGESTIONS**

<b>Rec. No.</b>	<b>Description</b>	<b>Para Ref.</b>
	<b><u>RECOMMENDATIONS:</u></b>	
1.	<p>In order to saving in manpower costs and improving efficiency, it is recommended that all maintenance &amp; repair works of Railway Quarters &amp; service buildings, water supply work &amp; horticulture work under SSE (works)/Bailyshop, Motibagh &amp; Itwari units of Engineering Department in Nagpur Division should be outsourced and cadre of these units to be reduced accordingly.</p> <p><b><u>SSE(Works)/Bailyshop Unit:</u></b> As per details given in Para 3.3, the requirement of staff for SSE (Works)/Bailyshop unit comes to 06 (SSE/JE-04, Helper-02) against sanctioned of 82. Hence, 76 posts [11 vacant] of Artisan, Ministerial, Helper, Chaukidar are found surplus and should be surrendered in phase-wise.</p> <p><b><u>SSE(Works)/Motibagh Unit:</u></b> As per details given in Para 3.4, the requirement of staff for SSE (Works)/Motibagh unit comes to 07 (SSE/JE-05, Helper-02) against sanctioned of 114. Hence, 107 posts (15 vacant) of Artisan, Ministerial, Helper, Chaukidar, Caretaker are found surplus and should be surrendered in phase-wise.</p> <p><b><u>SSE (Works)/Itwari Unit:</u></b> As per details given in Para 3.5, the requirement of staff for SSE (Works)/Itwari unit comes to 05 against sanctioned of 42. Hence, 37 vacant posts are found surplus and should be surrendered.</p> <p><b>Therefore keeping in view of outsourcing of all activities of SSE (Works)/Bailyshop, Motibagh &amp; Itwari unit, out of total sanctioned of 238 posts, 220 surplus posts (33 vacant) of Artisan category, Helper, Mate, Caretaker &amp; Chowkidar should be surrendered in phase-wise from Engineering Department of Nagpur Div. :</b></p> <p><b><u>Phase-I :</u></b> Total <b>33</b> vacant posts of Artisan, Helper, Mate, Caretaker &amp; Chaukidar should be surrendered immediately.</p> <p><b><u>Phase-II :</u></b> Balance <b>187</b> live posts should be surrendered after implementation of outsourcing of all activities of SSE (Works)/Bailyshop, Motibagh &amp; Itwari units and live men may be redeployed in other needful category as per extant Rule.</p>	3.8.1
<b><u>Suggestions:</u></b>		
1.	It is suggested that an e-complaint Portal should be developed by Engineering (Works) Department through which staff can register complaint online related with maintenance/repairs of Rly. Qtrs./Service Buildings etc. SEE/JE (Works) of the concerned units will examine the complaints and issue necessary work order to nominated Contractual agency to attend the repair/maintenance work.	3.8.2

# **CHAPTER-I**

## **INTRODUCTION**

### **1.0 Background:-**

The Study of SSE (Works)/Bailyshop (BS) Unit, Motibagh (MIB) Unit and Itwari (ITR) Unit of Engineering Department in Nagpur division has been undertaken to review the existing cadre strength vis-à-vis workload in view of outsourcing activities, need base requirement and effective savings in manpower cost.

The SSE (Works)/Bailyshop & Motibagh Units in Nagpur are situated in Motibagh area near Kadbi Chowk at a distance of approx 03 KM from Nagpur Railway Station whereas the SSE(Works)/ITR Unit is situated near Itwari Railway Station.

These SSE (Works) Units are mainly engaged in maintenance of Railway Quarters, Service Buildings and Water Supply in their jurisdictions.

Due to innovation and introduction of new technology, outsourcing activities, rightsizing of manpower is necessary.

### **1.1 Engineering (Works) Organization:**

In the past, the Engineering (works) staff were engaged for construction and maintenance by the railways on its own. But, presently, the scenario has been changed and Railways are going to adopt contract system in non-core activities day by day. In pursuance of Board's guidelines, all type of repair works of service buildings and railway quarters, development of horticulture & its maintenance which come under non-safety and non-core activities, are included in zonal works and all type of construction works are being done on contract resulting the workload of existing engineering works staff has been reduced considerably.

The Engineering (Works) Department is headed by Sr.DEN (Co.) who governs the working of the department over Nagpur division. This department is mainly meant for managing the work of construction of new buildings, maintenance and repair works of railway quarters, service buildings, water supply, horticulture etc. For supervising the workload at site regularly, SSE/JEs(Works), Artisan staff, Helpers and other staff are deployed in different SSE(Works) units.

### **1.2 List of SSE (works) Units existing in Nagpur Division :**

- I. SSE(Works)/Belly shop**
- II. SSE(Works)/Motibagh**
- III. SSE(Works)/ Itwari**
- IV. SSE(Works)/Tumsar
- V. SSE(Works)/ Gondia
- VI. SSE(Works)/Dongargarh
- VII. SSE(Works)/Chhindwara
- VIII. SSE(Works)/Nagbhir
- IX. SSE(Works)/Nainpur

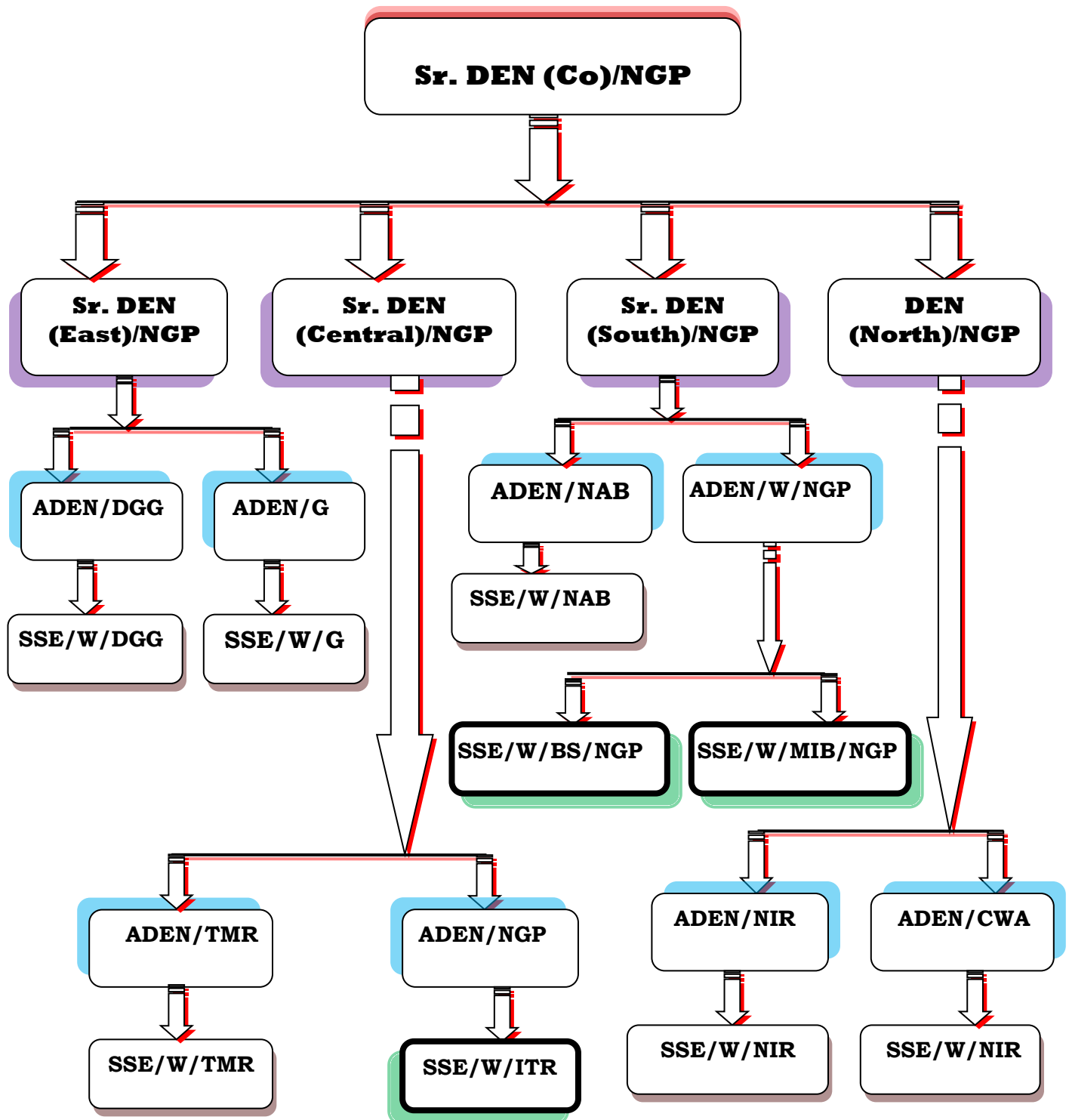
### **1.3 Methodology:**

The following methodology has been adopted for conducting the study:

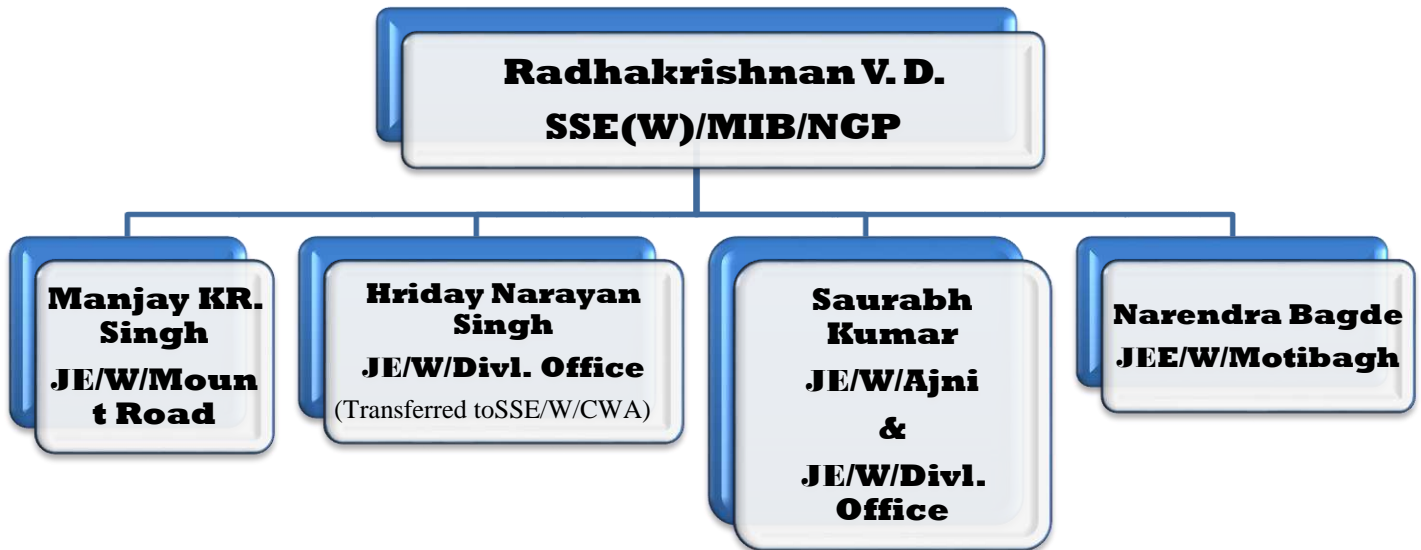
- I. Field visit & Collection of relevant field data,
- II. Examination of records,
- III. Direct observations regarding working of staff,
- IV. Interaction with Supervisors and staff
- V. Applying Outsourcing system and
- VI. Critical analysis of the existing Cadre Strength vis-à-vis work load and assessment

of manpower requirement.

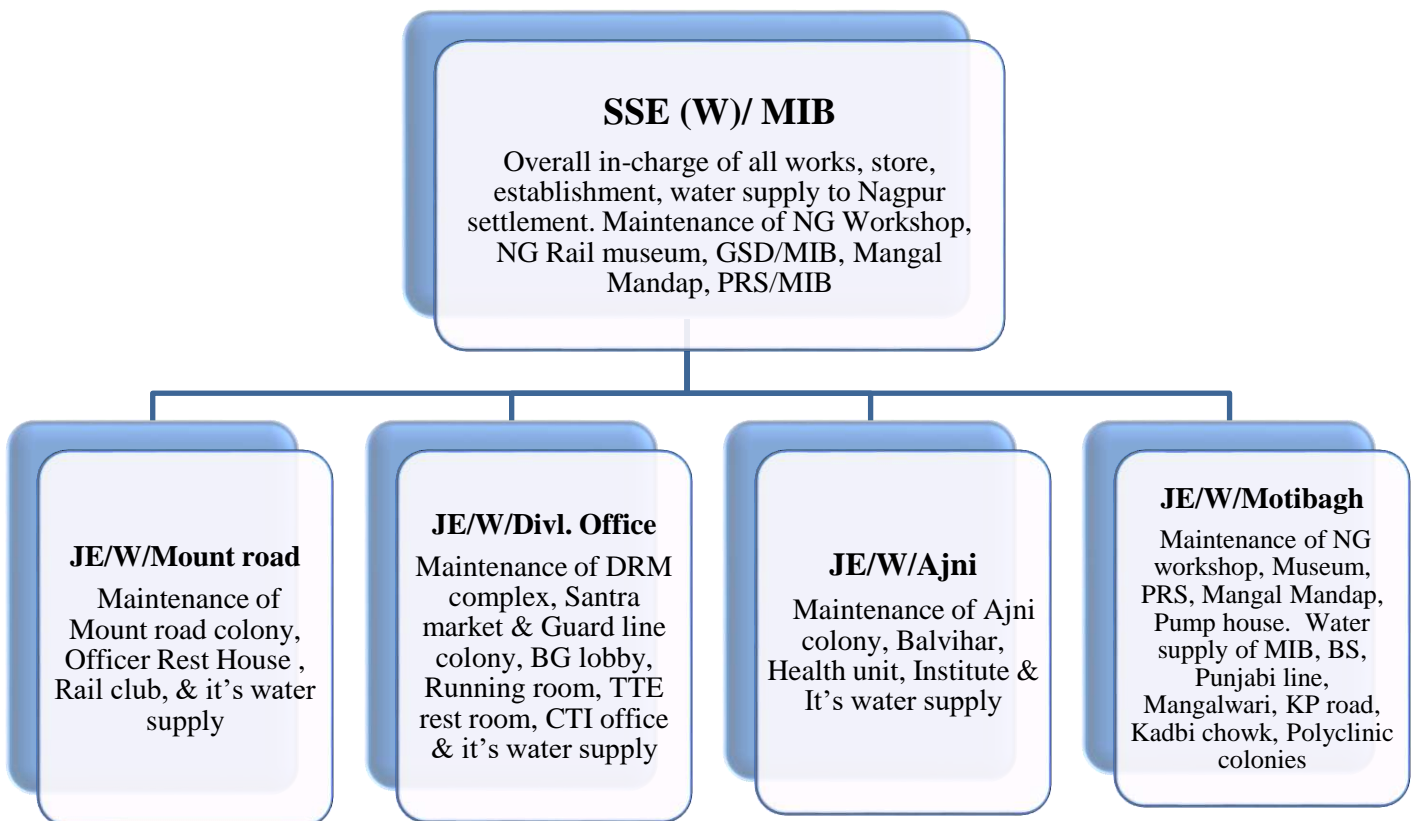
#### 1.4 Organization Chart of SSE (Works) Units over NGP Division:



**1.5A Organization Chart of SSE (works)/MIB/NGP Unit :**



**1.5B Jurisdiction Chart of Supervisors posted at SSE (works)/MIB/NGP Unit :**





## **CHAPTER-II**

### **2.0 OBSERVATIONS :**

**2.1 Staff Position:** The Cadre strength of SSE (Works)/Baillyshop, Motibagh & Itwari Units in Nagpur Division as furnished vide Sr. DPO/NGP's Office letter No. P/NGP/CDR/2018/08 dated 06.02.2020 & as per data collected from respective Offices/Units is as under:-

**2.1.1** The consolidated cadre strength of SSE (Works)/Baillyshop, Motibagh & Itwari Units existing in Nagpur Division is as under:

S#	Name of Units	Sanction	Actual	Vacancy
1	SSE (Works)/Baillyshop/NGP	82	71	11
2	SSE (Works)/Motibagh/NGP	114	99	15
3	SSE (Works)/ Itwari/NGP	42	35	07
<b>Total</b>		<b>238</b>	<b>205</b>	<b>33</b>

**2.1.2 Category wise Cadre strength of SSE (Works)/Baillyshop unit :-**

S#	Category	Post	Sanctioned	Actual	Vacancy
1	Supervisor	SSE (W)	02	01	01
2		JE (W)	02	02	00
Sub-Total			04	03	01
3	Ministerial	Ch. OS	00	00	00
4		OS	02	00	02
5		Sr. Clerk	00	00	00
6		Jr. Clerk	00	02	-02
Sub-Total			02	02	00
7	Artisan	EBS	01	01	00
8		H/Man	01	01	00
9		ECR	04	03	01
10		Painter	02	02	00
11		Fitter	04	01	03
12		Mason	08	06	02
13		Welder	00	01	-01
14		SPOM	00	00	00
15		V/Operator	00	00	00
16		Mate(W)	02	02	00
17		Polisher	01	01	00
Sub-Total			23	18	05
18	GR.-“D”	TM-I	00	00	00
19		TM-II	00	00	00
20		TM-III	00	00	00
21		TM-IV	01	03	-02
22		Helpr.	48	40	08
23		Chowkidar	03	02	01
24		Safaiwala	00	02	-02
25		Mali	01	01	00
Sub-Total			53	48	05
Grand Total			82	71	11

*\*Out of 78 On roll Staff under the cadre of SSE/W/Baillyshop unit, 07 Staff have been working under SSE(Works)/Itwari Unit since long time i.e. about 15*

years which is also included in the staff strength of SSE (Works)/ITR unit as per data collected. Thus, Total actual staff strength of Bailyshop unit is 71.

### 2.1.3 Category wise Cadre strength of SSE (Works)/Motibagh unit/NGP :-

S#	Category	Post	Sanctioned	Actual	Vacancy
1	Supervisor	SSE (W)	02	01	01
2		JE (W)	03	03	03
Sub-Total			05	04	01
3	Ministerial	Ch. OS	01	00	01
4		OS	01	01	00
5		Sr. Clerk	00	01	-01
6		Jr. Clerk	00	00	00
Sub-Total			02	02	00
7	Artisan	EBS	02	03	-01
8		H/Man	02	00	02
9		ECR	05	03	02
10		Painter	02	03	-01
11		Fitter	06	09	-03
12		Mason	09	09	00
13		Welder	02	01	01
14		SPOM	01	01	00
15		V/Operator	17	12	05
16		Mate(W)	00	00	00
17		Polisher	00	00	00
18		Canner	00	01	-01
19		M/V/Driver Gr.-I	00	01	-01
Sub-Total			46	43	03
20	GR.-“D”	TM-I	00	00	00
21		TM-II	00	00	00
22		TM-III	00	00	00
23		TM-IV	01	04	-03
24		Helper	53	40	13
25		Chowkidar	05	04	01
26		Safaiwala	00	00	00
27		Mali	01	01	00
28		Caretaker-cum-Cook	01	01	00
Sub-Total			61	50	11
Grand Total			114	99	15

\* Out of 119 On roll Staff under the cadre of SSE/W/MIB unit, 20 Staff have been working under SSE(Works)/Itwari Unit since long time i.e. about 15 years which is also included in the staff strength of SSE (Works)/ITR unit as per data collected. Thus, Total actual staff strength of Motibagh unit is 99.

**2.1.4 Category wise Cadre strength of SSE (Works)/Itwari unit :-**

S#	Category	Post	Sanctioned	Actual	Vacancy
1	Supervisor	SSE (W)	02	02	00
2		JE (W)	01	01	00
Sub-Total			03	03	00
3	Ministerial	Ch. OS	00	00	00
4		OS	01	01	00
5		Sr. Clerk	00	01	-01
6		Jr. Clerk	01	00	01
Sub-Total			02	02	00
7	Artisan	EBS	00	00	00
8		H/Man	01	00	01
9		ECR	03	01	02
10		Painter	02	00	02
11		Fitter	02	01	01
12		Mason	03	01	02
13		Welder	00	00	00
14		SPOM	01	01	00
15		V/Operator	02	02	00
16		Mate(W)	00	00	00
17		Polisher	00	00	00
18			MDM/MTDM	01	00
Sub-Total			15	06	09
19	GR.-“D”	TM-I	00	00	00
20		TM-II	00	00	00
21		TM-III	00	00	00
22		TM-IV	00	00	00
23		Helpr.	21	23	-02
24		Chowkidar	01	01	00
25		Safaiwala	00	00	00
26		Mali	00	00	00
Sub-Total			22	24	-02
Grand Total			42	35	07
*Out of On Roll 35 Staff, 20 Staff are deployed from SSE (Works)/Motibagh unit & 07 staff from SSE (works)/Bailyshop unit respectively.					

## **2.2 Duties of Engineering (Works) staff:**

### **A) SSE/JE (Works):-**

SSE/JE(Works) perform their duties in office as well as in field units which are broadly mentioned as follows:-

- I. Inspections and maintenance of service buildings, staff quarters, foot over bridges.
  - II. Inspections and maintenance of water supply drainage/sewage maintenance.
  - III. Accountal, procurement and periodical verification of stores & tools required for regular maintenance.
  - IV. Maintenance of land boundaries of Railway as specified in the Engineering Code/ Manual.
  - V. Execution of new/sanctioned works including zonal works.
  - VI. Measurements and bills pertaining to works including correspondence, if any.
  - VII. Periodical inspection of new works and inspections as specified in Engineering Manual.
  - VIII. Maintenance and repairing of roads.
- B) **Carpenter:-** They are skilled and trained for repairing of wooden doors, windows, chairs, tables, wooden blocks for pipe-lines etc. of Railway quarters, Stores, C&W offices, Electric sub-station & other Railway offices that fall under jurisdiction of concerned SSE(Works).
- C) **Painter:-** They are assigned the work of painting in railway quarters and different offices. Writing names on name plates of railway employees and marking dates of cleaning on overhead tanks and hauzes also comes under their duty list.
- D) **Mason:-** Repair work of Railway quarters, hauzes, sewer lines and water's underground hauzes etc. are attended by mason. They are also responsible for petty repair of broken floors of Railway stores, washing lines, SSE offices, and AC repair shops.
- E) **Fitter:-** These staff are engaged for maintenance of Pipe-line fitting related activities.
- F) **Black Smith:-** These staff are engaged for maintenance of smithy related activities.
- G) **Chowkidar:-** Chowkidar staff are utilized in EI roster as care taker in the offices, stores, ORH, Holiday Home etc.
- H) **Mali:-** Malis are utilized as work helper for watering the plants and sapling the plants in rainy season in Railway colonies & stations.
- I) **Valve Operator:-** They are assigned the work of driving valves established for supplying water at stations and Railway colonies.

## **2.3 Existing Workload of SSE(W) Office:-**

SSE (Works) is performing duties both in offices and in the field. These duties are broadly classified as –

- A. Maintenance work
- B. Store work
- C. Establishment/Office work

### **A. Maintenance work :-**

Maintenance work mainly consists of Execution of works, Inspection and looking after of :-

- (i) Service buildings
- (ii) Staff quarters

- (iii) Bridges
- (iv) Roads
- (v) Drainage system
- (vi) Water supply arrangements
- (vii) Removal of encroachment

In the existing pattern, the maintenance work is divided as under:-

- (i) Revenue work
- (ii) Estimate work

Revenue work is looked after by SSE(W) with the help of departmental staff whereas estimated work is entrusted to contractors under the supervision of themselves.

### **B. Store Work :**

Store work includes ensuring the availability of required materials, maintaining documentation and keeping Accountal of Store Materials.

Man power of this Unit are also utilized in stores work like as maintenance of registers for receipts and supply of material required in maintenance work.

### **C. Establishment/Office work :**

Work load of Establishment/Office activities includes the maintenance & documentation of various type of Office records, Establishment matters, issuing of Railway Pass/PTOs, preparation of various types of Reports/positions/status and making regular correspondence with concerned & associated Units/Offices.

## **2.4 Present System of working :**

In present system of working, the major civil works related to maintenance of Railway Quarters, Service Buildings, Drains, Roads, Sewage lines, etc., are being performed through zonal contracts whereas the minor petty repair works like repairing of doors & windows, minor wall & floor plasters, ceiling repair, clearing sewage line blockage, rectification of water supply lines of both service buildings and railway quarters etc. are carried out departmentally. The SSE (Works) deputes Artisans like Mason, Carpenter, Painter, Fitter, Sanitary mason etc. along with Helpers every day in morning and evening to attend the complaints received from occupant of quarters or service buildings. In addition to the above they are also entrusted with the job of clearing unauthorized encroachment in railway area and collecting of daily rent from bazaars located within the jurisdiction of SSE (works) Unit.

## **2.5 Working Time :**

S#	Period	Working Time
1	01 Dec. to 28 Feb.	08:00 AM to 12:00 PM & 13.00-17.30
2	01 Mar. to 30 Nov.	08:00 AM to 12:00 PM & 13.30-17.30

## 2.6 Unit wise Jurisdiction of SSE (Works)/BS, MIB & ITR Units:

S#	Name of SSE (W) Units	Jurisdiction	
		Total ITKM	Area wise
1	SSE (Works)/BS//NGP	615	Bailyshop Railway Colony, Motibagh Railway Colony, Punjabi Line Railway Colony, Control Chawl Railway Colony, Mangalwari & Kamptee Road Railway Colony.
2	SSE (Works)/MIB/NGP	1059.65	Complete day to day maintenance & water supply of all staff qtrs & service buildings at Mount road colony, Guard line colony, Santra Market colony & Ajni colony, Motibagh workshop, NG Rail museum Motibagh, PRS Motibagh, Mangal madap MIB, DRM complex & Control building, Running room, combined lobby, TTE rest room, CTI office at Santra market & Guard line, Officers Rest house, Kanhan rest house, Rail club at Mount road, Health unit, Balvihar & institute at Ajni. In addition to above water supply to entire colonies of Nagpur settlement including liaisoning with NMC & OCW authorities for supply of water from Nagpur Municipal Corporation. 07 nos pumping points at Motibagh, Bailyshop, Punjabi line, Mount road, Santa market, Guard line & Ajni colony.
3	SSE (Works)/ITR	<b>Trunk Route:</b> Total- 50.70KM (KM-1079 to 1129.7; Ex-KT to Ex-NGP) & KM-1124.3 to 1130.1 (Ex-KAV to Ex-NGP via ITR) <b>Branch Route:</b> Total-23 KM (KM-1112 to 1135) KNHN-RTK-Branch Line)	<b>Trunk Route:</b> No. of Stations-08 No. of Pass Hailts-00 No. of Block Stations-08 No. of Watering Stations-02 <b>Branch Route:</b> No. of Stations-04 No. of Pass Halts-01 No. of Block Sections-03 No. of Watering Stations-00

## 2.7 Position of Railway Quarters & Service Buildings existing under the jurisdiction of SSE (W)/Bailyshop, SSE(W)/MIB & SSE (W)/ITR units:

### 2.7.1A Type wise availability of Railway Quarters existing under the jurisdiction of SSE (Works)/BS/NGP Unit:

S#	Name of Colony/Area	Type-I	Type-II	Type-III	Type-IV	Type-V	Total
1	Bailyshop	314	110	04	00	00	428
2	Motibagh	149	344	24	00	00	517
3	Punjabi Line (KP Road)	97	64	48	08	00	217
4	Control Chawl	02	01	07	00	00	10
<b>Total</b>		<b>562</b>	<b>519</b>	<b>83</b>	<b>08</b>	<b>00</b>	<b>1172</b>

**2.7.1B List of Service Buildings existing under the jurisdiction of SSE (Works)/BS/NGP Unit:**

S#	Name of Service Building	S#	Name of Service Building
1	SSE/(Works/BS/MIB Office & Store	27	Civil Defense office/M18
2	SSE(Works)/MIB	28	DME (Diesel) office/M1B
3	MMC/MIB	29	Pump House Well No. 1
4	DSC/MIB	30	Pump House Well No. 2
5	SSE(Signal)/MIB	31	Pump House Well No. 3
6	Mohilo Sammiti and DCM Store/MIB	32	Pump House Well No. 14
7	Block Huts/MIB	33	R.P.F. Inspectors office/Mb8
8	R.P.F. Inspectors office	34	Train lighting office/Mitt
9	R.P.F. Barrack	35	SWR Training School
10	S.E.C.R.M.U./Office	36	R.P.F. Barrack/Baillyshop
11	F1.P.F.Association	37	Electric Repair shop/Punjabi line
12	Goods shed/M/8	38	Kola Mandir.
13	C&W office/MB	39	Rip. Institute
14	Diesel shed/M1B(NG)/M1B	40	Dog squad
15	Diesel shed/MIB(BG)/MIB	41	XEN-Track Machine office
16	AMM(0)/MIB office and store	42	New C&W office/MIB
17	Ultrasonic Detective office	43	IOH Depot & IOH Store Building
18	Chief Health Inspectore office	44	Electrical Transformer Room at Yard
19	SSE(Electrical Repairshop/K.P.Road	45	Sport Ground /Motibagh.
20	Electrical Maintenance office	46	Prod Shiksha Kendra/Motibagh.
21	SSE(Electrical)supply/M/8 office	47	Electrical substation at Baillyshop
22	Health Unit Polyclinic/MIB	48	Swimming pool/Motibagh.
23	Divl. Medical store /MIB/ K. P. Rood	49	Civil Defense Hostel.
24	Medical 14tilized14ndent office	50	Diesel / Traction (SWR)training Hostel
25	SECRMC office/MB K.P. Rood	51	Pensioners Association office.
26	Crew Controllers office/MIB	52	C & W break down garage.

**2.7.2A Type wise availability of Railway Quarters existing under the jurisdiction of SSE (Works)/MIB Unit:**

STN.	Colony	Type-I	Type-II	Type-III	Type-IV	Type-V	Total
NGP	AJANI	26	276	00	00	00	302
	MOUNT ROAD	21	55	02	29	31	138
	Santra Market	13	30	00	00	00	43
	Guard Line	01	00	10	01	00	12
<b>Total</b>		<b>61</b>	<b>361</b>	<b>12</b>	<b>30</b>	<b>31</b>	<b>495</b>

**2.7.2B List of service Building existing under the jurisdiction of SSE (Works)/MIB/NGP Unit:**

S#	Name of Building	Location
1	SSE/W/MIB Office	MIB
2	Truck Shed	MIB
3	Staff Toilet	MIB
4	Godown No.1	MIB
5	Godown No.3	MIB
6	Godown No.4	MIB
7	Scrap & Wooden Store	MIB W/shop

8	Work shop & smithy shop	MIB W/shop
9	PRS	Rail Musium/MIB
10	Scooter Shed(PRS)	Rail Musium/MIB
11	Musium main building and attached sheds & goomties	Rail Musium/MIB
12	Mangal mandap	MIB
13	Electric sub station & generator	MIB W/shop
14	RPF post & Cycle sheds	MIB W/shop
15	SMM,CDMS office & Godowns	MIB W/shop
16	Telephone Exchange	MIB W/shop
17	SC & ST Office	MIB W/shop
18	Administrative building of MIB work shop	MIB W/shop
19	SSE Electric office & store	MIB W/shop
20	Library & Time office	MIB W/shop
21	Bradma Room	MIB W/shop
22	Health unit	MIB W/shop
23	Staff Canteen	MIB W/shop
24	BG Bogie shop & store	MIB W/shop
25	BG bogie shop service bulding	MIB W/shop
26	SSE Office	MIB W/shop
27	Mill wright store(New)	MIB W/shop
28	Train Lighting building	MIB W/shop
29	ICF BG boggie shop	MIB W/shop
30	IOW store (site office)	MIB W/shop
31	Staff Toilet	MIB W/shop
32	Record room	MIB W/shop
33	Electric sub station no.3	MIB W/shop
34	D.V.Testing room	MIB W/shop
35	Weigh bridge room	MIB W/shop
36	Scantling godown by the side of GSD	MIB W/shop
37	Wagon repair & boggie shed shop no.31 & 32	MIB W/shop
38	SSE/C&W office	MIB W/shop
39	Electric sub station no.2	MIB W/shop
40	Compressor room	MIB W/shop
41	CMT Lab	MIB W/shop
42	SSE/Yard office	MIB W/shop
43	Fire station	MIB W/shop
44	Trimming shop	MIB W/shop
45	Battery & Alternator room	MIB W/shop
46	RSC office	MIB W/shop
47	Machine shop, Wheel shop, Tower wagon, Smithy shop	MIB W/shop
48	Diesel POH & B.G.Bojggie shop	MIB W/shop
49	Errectron shop	MIB W/shop
50	10/2 tonne gantry shed	MIB W/shop
51	Foundary shop	MIB W/shop
52	B.G.Boggie shed	MIB W/shop
53	Electrical sub station Ajni	AJNI
54	Institute building Ajni	AJNI
55	Health unit Ajni	AJNI
56	Balvihar Ajni	AJNI
57	Exchange Office Ajni	AJNI
58	Pump house Ajni	AJNI
59	JE/W/AQ office	AJNI
60	Officer's Rest House	Mt.Rd.
61	Officer's Rail club	Mt.Rd.



62	Pump house	Mt.Rd.
63	Microwave Station	Mt.Rd.
64	Electric sub station	Mt.Rd.
65	JE/W/Mt.Rd.office	Mt.Rd.
66	Bio Digester plant	Mt.Rd.
67	Santra market Pump house	S/market
68	Santra market Running room	S/market
69	Combined lobby	S/market
70	Divisional office building	DRM/NGP
71	Divisional office Pump house	DRM/NGP
72	Control building 2nd & 4th floor	DRM/NGP
73	TTE rest room	C.Rly. RMS Bldg.
74	CTI office	Control Chal
75	Electrical sub-station & JE/Elect office	DRM/NGP
76	JE/W/Divl. Office	DRM/NGP
77	SSE/Tele Office	DRM/NGP
78	Parking facilities & staff canteen	DRM/NGP

**2.7.2 C Water Supply arrangement under the jurisdiction of SSE (Works)/MIB/NGP Unit:**

Name of Unit/Plant	Overhead Tank	Underground Tank	Source of Water supply	Area supply of	No. of VO/ SPOM/Help. deployed
Pump House no 3 at Motibagh	Mahila samiti tank = 1x2,25,000 ltr Kala mandir tank = 1x2,25,000 ltr Diesel loco shed tank = 1x2,30,000 ltr & 2x1,15,000 ltr Dog squad tank = 1x54,000 ltr NGRM tank = 1x54,000 ltr	1x7,00,000 ltr & 1x5,00,000 ltr	NMC supply & colony open well & borewells	Motibagh colony, part of Bailshop colony, Mahila samiti colony, Kadbi chowk, KP road colony, Mangalwari colony	02 + 01 RG
Pump house at Bailyshop	1x1,00,000 ltr	1x1,00,000 ltr	NMC supply & colony borewell	Bailyshop colony	02 + 01 RG
Pump house at Punjabi line	1x2,25,000 ltr	1x1,00,000 ltr, 1x3,00,000 ltr & 1x4,00,000ltr	NMC supply & colony borewell	Punjabi line, Polyclinic, part of KP road colony	02 + 01 RG
Pump house at Mount road	1x2,25,000 ltr	2x1,00,000 ltr	NMC supply & colony borewell	Mount road colony	02 + 01 RG
Pump house at Divisional office	Direct pumping supply to individual tanks	1x20,000 ltr & 1x52,800 ltr	NMC	DRM complex, Control chawl colony	02 + 01 RG
Pump house at Santa Market	Direct pumping supply to individual tanks	1x20,000 ltr & 1x43,000 ltr	NMC	Santa market colony	02 + 01 RG
Pump house at Ajni	1x2,25,000 ltr	1x1,00,000 ltr 1s3,00,000 ltr	NMC	Ajni colony	02 + 01 RG

**2.7.2 D Filter Plant activity & Water supply activity (carried out Departmental/Outsourcing): under the jurisdiction of SSE (Works)/MIB/NGP Unit:**

Bacterial dis-infection by liquid chlorine & bleaching powder which is added manually to storage tank before supply for monitoring of proper RCL value. Water is collected from NMC outlets & stored in ground storage tank. Again stored water is pumped into main overhead tanks & direct supply to staff Qtrs where individual waters tanks are not provided.

**2.7.3A Type wise availability of Railway Quarters existing under the jurisdiction of SSE (Works)/ITR Unit:**

S#	Stations	Type-I	Type-II	Type-III	Type-IV	Total
1	ITWARI	85	129	03	02	219
2	KALUMNA	25	34	03	00	62
3	KAMPTEE	29	23	02	02	56
4	KANHAN	19	17	00	00	36
5	SALWA	04	00	00	00	04
6	CHACHER	11	04	00	00	15
7	THARSA	16	12	01	00	29
8	REWRAL	11	03	00	00	14
9	RAMTEKE	06	02	00	00	08
<b>TOTAL</b>		<b>206</b>	<b>224</b>	<b>09</b>	<b>04</b>	<b>443</b>

**2.7.3B List of service Building existing under the jurisdiction of SSE (Works)/ITR Unit:**

S#	Name of Building
1	Station Building (New)
2	Station Building (Old)
3	Panel Building
4	RPF Office
5	GRP Office
6	T&R Office
7	Electric Office
8	S &T Office
9	Good Shed Office
10	IOW Office
11	Hospital & HL Building
12	SS Office/KVA
13	Goods Office/KVA
14	Panel Building/KVA
15	TRD Office/KVA
16	RPF Office/Outpost/KVA
17	SS Building/KP
18	Panel Building /KP
19	GRP Office/KP
20	PWI Office/KP
21	SS Building/KNHN
22	Panel Building /KNHN
23	Traction Sub-Station/KNHN
24	Panel Building/Salwa
25	Station Building/CHCR
26	Panel SSP Building CHCR
27	PWI Office TAR
28	Station Building/TAR

29	SSP Building at TAR
30	Station Building/RRL
31	SSP Building at RRL
32	Station Building/RTK
33	Goods Office/RTK
34	S&T Office Building
35	Station Building/DKV

### 2.7.3 C Water supply arrangements at various units/stations under SSE/W/ITR unit

S#	Name of station	No. of OH /Tank	No. of U/G tank	Source of supply	Area of Supply	No. of VO/FPOM/SPOM helpers deployed
1	ITR	03	03	NMC Supply and Railway Bore	ITR Station, PF, North side & south side Railway colonies and service buildings	01- Valve Op 02- SPOM
2	KAV	01	-	NMC Supply and Railway Bore	KAV Station, PF, KAV Railway colonie and service buildings	01- Valve Op
3	KP	02	-	Nagar Parishad Kamptee	KP Station, PF, North side & south side Railway colonies and service buildings	01- Helper
4	KNHN	02	01	Railway Bore	KNHN Station, PF, KNHN Railway colony and station building	-
5	SAL	01	-	Railway Bore	SAL Station, PF, SAL Railway colony and station building	-
6	CHCR	02	-	Railway Bore	CHCR Station, PF, CHCR Railway colony and station building	-
7	TAR	01	-	Railway Bore	TAR Station, PF, TAR Railway colonies and station building	-
8	RRL	01	-	Railway Bore	RRL Station, PF, RRL Railway colony and station building	-
9	DKU	01	-	Railway Bore	DKU Station, PF, station building	-
10	AMD PH	-	-	Hand pump	AMD Station & PF	-
11	RTK	03	-	Railway Bore	RTK Station, PF, RTK Railway colony and service buildings	-

### 2.8 Existing Deployment of Staff:-

As per direct observation and data provided by SSE(W), the unit-wise present deployment of staff in SSE(Works)/Bailyshop, Motibagh & Itwari Units in Nagpur Div. is as under :

#### 2.8.1 Deployment of Staff under SSE (Works)/Bailyshop/NGP Unit:

S#	Name of Staff (Shri/Smt.)	Desgn.	Description of Work
<b>Supervisors</b>			
1	S. V. V. S. N. Murty	SSE (I/C)	Working as over all in-charge, preparation of proposals/estimates and conducting

			inspections of quarters/service buildings.
2	Manish Paseene	JE	Assists to SSE and dealing with staff booking, supervision of petty repair/maintenance work, water supply work & contractual works
3	P. Radha Krishnan	JE	
<b>Ministerial Staff</b>			
1	Santosh Dharmnath	Jr. Clerk	Dealing with establishment matters of staff like preparation of Muster Roll, Qtr. Occupation/vacation memos, issue of Pass/PTO and store related matter like preparation of requisitions, maintenance of DMTR etc.
2	Surendra Kumar	Jr. Clerk	
<b>Artisan Staff</b>			
1	Ghansyam Laxminarayan	ECR (MCM)	Deployed to attend the Petty repair work related to Carpentry activities.
2	Ghanraj Nathu	ECR-I	
3	Vijay Arun Das	ECR-I	
4	Prakash Gopichand	ECR-I	
5	Surekha Ramesh Tekam	Painter (MCM)	Deployed to attend the Painting & Writing work throughout Section
6	Gita Pankaj Lande	Painter-I	
7	Abdul Khalili	Mason (MCM)	Deployed to attend the Petty repair work related to Carpentry activities.
8	Ramesh Sukhdev	Mason (MCM)	
9	Ramsewak Soni	Mason-I	
10	Raju Ramteke	Mason-I	
11	Ajit Kumar Parsram	Mason-II	
12	Ravi Manohar	Mason-II	
13	Bhanupratap Lilhare	Mason-III	
14	Narayandas Mansukdas	EBS-I	Deployed to attend the Petty repair work related to Smithy activities.
15	Ratan Bhajo	H/Man-I	
16	Gautam Uttam Ghanvijay	Welder-I	Deployed to attend welding work along with Fastening & Fitting activities.
17	Santosh Jayshankar	Fitter	
18	Manoj Prasad	Polisher-I	Deployed to polish the Wooden Asset/ materials & provide assistance to Artisans
<b>Group 'D' Staff:</b>			
1	Imran Md. Wazir	Mali	Deployed to carry out maintenance of garden and to attend Horticulture work
2	D. Laxman Murty	Mate	Deployed for Staff booking , monitoring of Staff in Field work and selling of Bazar Tickets at MIB Market.
3	Prabhakar Thakre	Mate	
4	Santaram Baburao	Helpr.-I	Deployed with Artisans to attend Petty repair work and to attend complaints along with performing other miscellaneous duties as & when assigned.
5	Keshwa Narayan	Helpr.-I	
6	Ram Wamanrao Radhuse	Helpr.-I	
7	Ramjor Gulai Yadav	Helpr.-I	
8	Rajesh Nathu	Helpr.-I	
9	Meena Shekhar	Helpr.-I	
10	Babita Chandrabhan	Helpr.-I	
11	Babita Dusyant	Helpr.-I	
12	T. Jagga Rao	Helpr.-I	
13	Anil Kanhaiya	Helpr.-I	
14	Umesh Balkaran	Helpr.-I	
15	Kunda Baburao	Helpr.-I	
16	Chandrakala Sahare	Helpr.-I	
17	Lukesh Chikhle	Helpr.-I	
18	Sanjay Laxman kannojiya	Helpr.-I	
19	Gyaneshwar Kanhaiya	Helpr.-I	

20	Vanita Surendra	Helpr.I	
21	Raju M. Pardeshi	Helpr.-I	
22	Varsha Gajendra	Helpr.I	
23	Sujata Mohanlal	Helpr.-I	
24	Sangita Lokhande	Helpr.I	
25	Vandana Pradip Kale	Helpr.I	
26	KrishnBihari Kashinath	Helpr.I	
27	Maheshwar Rao Suryanarayana	Helpr.I	
28	Md. Rajjauddin	Helpr.I	
29	Shila Shalikram	Helpr.I	
30	Sudhakar Jayram	Helpr.I	
31	Kumdini Prakash Karade	Helpr.-I	
32	Chandrakant P. Wavre	Helpr.I	
33	Sattanand Nilkanth	Helpr.I	
34	Akhtar Husain	Helpr.I	
35	Prabhakar Nago	Helpr.I	
36	Raju Razak	Helpr.I	
37	Nalenda Indal	Helpr.I	
38	Nilesh Madhukar Meshram	Helpr.II	
39	Aalesh DHonke	Helpr.II	
40	Yasoda Thakur	Helpr.II	
41	Vijay Lahanu Vavne	Helpr.-II	
42	Dushant Chaman Gajbhiye	Helpr.II	
43	Sachin Purushottm Rao	Helpr.II	
44	Dongarwar Yuvraj	Helpr.II	
45	Imran Khan Javed Khan	Helpr.II	
46	Santosh Ramesh	Helpr.II	
47	Alkesh Meshram	Helpr.II	
48	Pravin Nathoo ji Mahlle	Helpr.II	
49	D . V. Kameshwar Sharma	Trolley man	01 is deployed for Store Material handling work and 02 Trolley man posted at Sr. DEN (Co)/NGP Office.
50	A . Chaitanay Naidu	Trolley man	
51	Vijay Sonvarse	Trolley man	
52	Muka Salikram	Chowkidar	Utilized in EI roster as watchman at the Offices & Stores etc.
53	Shrawan Kumar Mihir	Chowkidar	
54	PapaLal Mahodav	Safaiwala	Deployed for carrying out cleaning activities in Offices/Sub-ordinate Rest House/MIB & maintaining cleanliness Septic Tank/Drainage.
55	Hema Gananagh	Safaiwala	

### 2.8.2 Deployment of Staff posted under SSE (Works)/MIB/NGP Unit:

S#	Name of Staff (Shri/Smt.)	Designation	Activities dealt (Work load)
Supervisory Staff			
1	Radhakrishnan V. D.	SSE (I/C)	Working as over all in-charge, preparation of proposals/estimates and conducting inspections of quarters/service buildings.
2	Narendra Bagde	JE (W)	Assists to SSE and dealing with staff booking, supervision of petty repair/maintenance work, water supply work & contractual works in their respective jurisdiction.
3	Manjay Singh	JE (W)	
4	Saurabh Kumar	JE (W)	
Staff working under SSE/W/Motibagh:			
1	Shri. Bansilal Khorbahar	MCM/ FITTER.	Day to day pipe line repair work at Motibagh, Bailshop, Punjabi line,

			Mangalwari raod & KP road colony
2	Shri. Shubhash Bauri	MCM/ FITTER	Day to day pipe line repair work at Motibagh, Bailshop, Punjabi line, Mangalwari raod & KP road colony
3	Shri. B. N. Das	FITTER.I	Day to day pipe line repair work at Motibagh, Bailshop, Punjabi line, Mangalwari raod & KP road colony
4	Shri. Parag Bagde	FITTER. I	Day to day pipe line repair work at Motibagh, Bailshop, Punjabi line, Mangalwari raod & KP road colony
5	Shri. Jitendra Patil	FITTER. -II	Day to day pipe line repair work at Motibagh, Bailshop, Punjabi line, Mangalwari raod & KP road colony
6	Shri. Shubhash Jeewan	MCM/ MASON	Day to day masonry work at NGRM/MIB, Workshop Motibagh, Mangal madap & SSE/W/MIB office
7	Shri. D.M. Nagrale	MASON.I	Supervision work at Motibagh Workshop
8	Shri. Ankush Mule	MASON.II	Supervision work at Motibagh Workshop
9	Shri. Ratan Mitra	WELDER.I	Welding work at Motibagh, Mount road, Ajni & Division Office
10	Shri. Ishwar Motiram'	EBS.II	EBS work at Motibagh, Mount road, Ajni & Division Office
11	Shri. Abdul Bashir	M/V/DRIVER.I	Drives truck .
26	Shri. Roshan Meshram	CANNER	Canning work
12	Shri. Mahendra Lokchand	HELPER	Work with fitter, Mason, Motibagh, Baily shop & Punjabi line pump house
13	Shri. Abdul Khaliq	HELPER	Work with fitter, Mason, etc
14	Shri. B. Satyanarayana	HELPER	Work with fitter, Mason, etc
15	Shri. Sajal Ghosh	HELPER	work at Motibagh, Bailyshop & Punjabi line pump house
16	Shri. Piyush Kumar	HELPER	work at Motibagh, Bailyshop & Punjabi line pump house
17	Shri. Ganesh Derkar	HELPER	Work with fitter, Mason, etc
18	Shri. Ranjita Kumar Gauda	HELPER	Work with fitter, Mason, etc
19	Shri. Mahesh Kapgate	HELPER	Work with fitter, Mason, etc
20	Shri. Lokesh Lilhare	HELPER	Work with fitter, Mason, etc
21	Shri. Mukesh Patil	HELPER	Work with fitter, Mason, etc
22	Shri. Chandan Rangari	HELPER	Office & store work
23	Smt. Parvati Shaymlal	HELPER	Jungle cleaning & lwan maintainance work
24	Smt. Sunanda Walde	HELPER	Store work
25	Smt. Suresh Rani	HELPER	Office cleaning work
27	Shri. Ratnakar M. Kawade	SPOM-III	work at Motibagh pump house no. 3
28	Shri. V.R. Naidu	VALVE OPERATOR	work at Bailyshop & Punjabi line Pumnp house.
29	Shri. Deepchand Ramlal	VALVE OPERATOR	work at Motibagh pump house no. 3
30	Shri. Bipin Dharamnath	VALVE OPERATOR	work at Motibagh pump house no. 3
31	Shri. Mahendra Shukla	CHOWKIDAR	Chowkidar at SSE/W/MIB office

32	Shri. Prabhu Lachiram	CHOWKIDAR	Chowkidar at SSE/W/MIB office
<b>Staff working under JE/W/Ajni :</b>			
1	Shri. Deochand Kachariya	MCM FITTER	Day to day pipe line repair work at Ajni colony
2	Shri. Kishor Vasantrao	MASON I	Day to day masonry work at Ajni colony
3	Shri. Narendra Madne	ECR I	Day to day carpenter work at Ajni colony
4	Shri. Rampratap Badriyadav	HELPER	work with Fitter, Mason, carpenter & Ajni pump house
5	Shri. Vikash Khobragade	HELPER	work with Fitter, Mason, carpenter.
6	Smt. Shushma Tripathi	HELPER	Office work
7	Smt. Rekaha Baghel	HELPER	Work with Mason
8	Shri. Dashrath Namdev	VALVE OPERATOR	Work at Ajni Pump house
9	Shri. Naresh Padore	VALVE OPERATOR	Work at Ajni Pump house
<b>Staff working under JE/W/Mount Road :</b>			
1	Shri. Shaikh Rafique	MCM/ ECR	Day to day carpenter work at Mount Road colony
2	Shri. Suresh Dudhnath	ECR I	Day to day carpenter work at Mount Road colony
3	Shri. Shivdas Chirkut	MASON. MCM	Day to day masonry work at Mount Road colony
4	Shri. Manoj Kumar	FITTER. I	Day to day pipe line repair work at Mount Road colony
5	Smt. Kavita Meshram	Fitter-III	Day to day pipe line repair work at Mount Road colony
6	Shri. Arun Tarachand	MASON I	Day to day masonry work at Mount Road colony
7	Shri. Ramchand Ramkhilawan	MASON I	Day to day masonry work at Mount Road colony
8	Shri. Rupesh Chandankhede	Mason Gr.III	Day to day masonry work at Mount Road colony
9	Shri. Vijaykumar Gaur	MCM Painter	Day to day Painting work at Mount Road colony
10	Smt. Arti Mudliyar	PAINTER I	Day to day Painting work at Mount Road colony
11	Shri. Vijaymal Mast Bahadur	HELPER	Store material distribution work
12	Shri. Md. Zaheed Sabri	HELPER	With ECR
13	Shri. Prakash Yelekar	HELPER	work with Fitter, Mason, carpenter, Painter & pump house at Mount road.
14	Shri. Ravindrasingh Bansilal	HELPER	With mason & pump house Mount road
15	Shri. Virendrasingh Rajput	HELPER	With Mason
16	Shri. Chandrprakash Mehraban	HELPER	Jungle cleaning work at Rail house
17	Shri. Nikhil Wahane	HELPER	With mason & pump house Mount road
18	Shri. Sarju Tulsiram	HELPER	With Mason
19	Shri. Adarsh Maheshkar	HELPER	Jungle clening work at Mount road colony
20	Shri. Pawankumar Choure	HELPER	With Mason & fitter

21	Shri. Vijay Amrutdas	CARE TAKER	With Mason
22	Smt. Tirona Chunnalal	HELPER	With Painter
23	Smt. Karuna S. Yadav	HELPER	Jungle clening work at Mount road colony
24	Smt. Vinni Srivastava	HELPER	With Painter & jungle cleaning work
25	Smt. Indu Bonde	HELPER	With Painter & jungle cleaning work
26	Shri. Santosh Singh	Trackman	With Fitter
27	Shri. L. Govindarao	CHOWKIDAR	JE/W/Mount road office
28	Shri. Moreshwar Masboinwar	CHOWKIDAR	Rail house Nigh duty
29	Shri. Sylvester Rao	VALVE OPERATOR	Pump house at Mount road
30	Shri. Vahid Hussain	VALVE OPERATOR	Pump house at Mount road
31	Smt. Surekha Pradhan	VALVE OPERATOR	Pump house at Mount road

**Staff working at JE/W/Divisional Office**

1	Shri. Bholaram Kanhoji	MCM FITTER	Day to day pipe line repair work at Divisional office, Guard line, Santra market, Controal chawl.
2	Shri. Honey Dagor	Mason-I	Day to day masonry work at Divisional office, Guard line, Santra market, Controal chawl.
3	Shri. Babulal Godhan	EBS.II	Day to day EBS work at Divisional office, Guard line, Santra market, Controal chawl.
4	Smt. Kiran Gondane	PAINTER I	Day to day painting work at Divisional office, Guard line, Santra market, Controal chawl & Ajni colony
5	Shri. Nitin Gopal	MALI	With Fitter, Mason & EBS
6	Shri. Venkat Murty	HELPER	With Fitter, Mason & EBS
7	Shri. Raju Raut	HELPER	With Fitter, Mason & EBS
8	Shri. Anil kumar Naidu	Helper	Divisional office Pump house
9	Shri. Hira Dahare	HELPER	With Fitter, Mason & EBS & Chowkidar at Divisional office main gate
10	Smt. Bhuneshwari Sahu	HELPER	Day duty at Divisional office main gate & office work
11	Smt. Karuna Damodar	HELPER	With Fitter, Mason & EBS & Pump house Divisional office
12	Smt. Shalu Dattu	HELPER	With Fitter, Mason & EBS & Supervision work at DRM complex
13	Ku. Sivani Bibhar	HELPER	Garden watering work
14	Shri. Dushrath Onkarpuri	VALVE OPERATOR	Divisional office Pump house
15	Shri. Vinaykumar Duryodhan	VALVE OPERATOR	Santra Market pump house
16	Shri. Tony Khobragade	VALVE OPERATOR	Divisional office Pump house & Santra Market
17	Shri. Dilprashad	VALVE OPERATOR	Divisional office Pump house & Santra Market
18	Shri. Jaypraksah Pedanti	EBS-III	Work at DRM Secretariat
19	Shri. Alok Prasad	Trackman	Work at Drawing Section at Sr.DEN(Co)/NGP office



20	Shri. Kirankant Dongre	Trackman	Work at Land Section at Sr.DEN(Co)/NGP office
21	Shri. Rajveer Kundanlal	Trackman	work as a ADRM(O)/NGP's peon

**2.8.3 Existing Deployment of staff at SSE(Works)/Itwari unit:**

At present total 36 staff are working under SSE (Works)/ITR unit. It is observed that out of 36 staff, actual 08 staff are posted permanently and 28 staff of other units i.e. 07 staff of SSE (Works)/Baillyshop unit, 20 staff of SSE (Works)/MIB unit & 01 staff of SSE/W/TMR unit are deployed under Itwari unit on loan basis since long time.

S#	Name of Staff (Shri)	Designation	Activities dealt (Workload)
1	Shailesh Oica	SSE	Working as overall In-charge. Supervision of departmental & contractual works, Inspection, Store related works etc.
2	R. K. Sharma	SSE	Supervision of departmental & contractual works, Inspection, Booking of staff, related works etc.
3	Abhishek Ninawe	JE	Supervision of departmental & contractual works, Inspection, Booking of staff, related works etc.
4	A. K. Singh	OS	Deals with establishment & Store related works.
5	Sunita Sushant Chikate	Sr. Clerk	Deals with establishment related works.
6	Prakash Gopichand	ECR-I	Petty repair in carpentry works.
7	Akhtar Hussain	Helper	Assist to Technicians.
8	Ravi Manohar	Mason	Petty repairs in Masonary works.
9	Smt. Nalanda Indal	Helper	Assist to Technicians.
10.	Prabhakar Nago	Helper	Assist to Technicians.
11	Raju Dhoba Rajak	Helper	Working under SR. DEN (Co)/NGP office.
12.	Imran Khan Javed Khan	Helper	Assist to Technicians.
13	Surendranath Bhuriya	Fitter II	Maintenance and repairs to water supply distribution in entire section.
14	Ghanshyam Deorao	Helper	Assist to Technicians.
15	Rajesh Nilkanth	Helper	Assist to Technicians.
16	Yuvraj Atmaram	Helper	Assist to Technicians.
17	Md. Arif	Helper	Operates Valves for water supply to ITR station, colony, PF & service buildings.
18	Sunil Tulsiram	Helper	Assist to Technicians/Chowkidar duty at ITR.
19	Santosh Mahesh	Helper	Assist to Technicians.
20	Kshitij Narendra	Helper	Assist to Technicians.
21	Smt. Abha Ajit Chakarwarty	Helper	Assist to Technicians.
22	Dhiraj Gopal Goderiya	Helper	Assist to Technicians/Valve Operator duty at ITR.
23	Pramod Kawdu Sahare	Helper	Assist to Technicians.
24	Ku. Sonu Premal	Helper	Assist to Technicians.
25	Smt. Sarita Triveksingh	Helper	Assist to Technicians.
26	Mamta Chotelal	Helper	Assist to Technicians.
27	P. Naga Venkat	SPOM	Operates Submersible Pumps at ITR.
28	Subodh Prasad	V/O	Operates Valves for water supply to ITR station,

			colony, PF & service buildings.
29	Kashinath Dashrath	VO	Operates Valves for water supply to KAV station, colony, PF & service buildings.
30	Radheshyam Hari Bahu	SPOM	Operates Submersible Pumps at ITR.
31	Husammuddin Ansari	Helper	Assist to Technicians.
32	Rohit Mohite	Helper	Assist to Technicians.
33	Dhiraj Ganesh Wanve	Helper	Assist to Technicians.
34	Amar Pandurang	Helper	Assist to Technicians.
35	Balaji Deonath	Helper	Assist to Technicians.
36	Dehanlal Basorilal	Chowkidar	Chowkidari work at SSE/W/ITR office & Stores.

## 2.9 **Month-wise Position of Complaints received & attended at SSE(Works)/Bailyshop Unit in last one year (Jan'2019-Dec'2019):-**

In present system of working, staff of Works unit are booked for petty repair work as per complaints received by the unit. In addition to petty repair work, the Works unit staff also attend the emergency calls i.e. complaints received over telephone, periodical jungle cleaning, horticulture work and miscellaneous work. The position of complaints received and attended by SSE(Works) unit during last 01 year (January'2019 – December'2019) as provided by SSE are summarized as under:

<b>Month</b>	<b>Total No. of Complaints received</b>	<b>Total No. of Complaints attended</b>
January-19	132	110
February-19	201	200
March-19	212	140
April-19	76	144
May-19	155	138
June-19	165	142
July-19	273	135
August-19	164	120
September-19	138	132
October-19	139	125
November-19	114	127
December-19	123	124
<b>Total</b>	<b>1892</b>	<b>1637</b>
<b>Avg. per month</b>	<b>158 + *50</b>	<b>137+*50</b>
<b>Avg. per day</b>	<b>08</b>	<b>08</b>

\* Approx. no. of complaints per month recd. by telephone/verbal = 40-50.

# Complaints including wall repair, floor repair, roof repair, pipe-line repair, drain repair, door/window repair etc. received in IOW office and through Petty Repair Book & complaints through telephone/verbal.

In addition to above complaints for petty repair work, other works like jungle cleaning, Painting work, horticulture work, repairing of drain, septic tanks etc. are also attended as per requirement.

\*Avg. /Day Complaint is based on 25 working days in a month.

**2.10 Month-wise Statement showing nature & no. of Complaints received & attended at SSE(Works)/Bailyshop Unit :-**

Month	Nature & No. of Complaints				
	Masonry work	Carpentary work	Painting work	Jungle cutting/ Misc. work	Total
January-19	86	46	Painting & Lettering work is done on Signboard, Nameplate of Rly. Qtrs. & Service buildings and fencing work etc. as per requirement.	1. Periodical colony jungle cleaning. 2. Repairing of drain, sewerage line, Manhole septic tanks etc. 3. Special Drive for removing debris & roof cleaning work before monsoon.	132
February-19	169	32			201
March-19	179	33			212
April-19	46	30			76
May-19	130	25			155
June-19	126	39			165
July-19	227	46			273
August-19	130	34			164
September-19	94	44			138
October-19	91	48			139
November-19	69	45			114
December-19	70	53			123
<b>Total</b>	<b>1417</b>	<b>475</b>	-	-	<b>1892</b>
<b>Avg. per month</b>	<b>118 +*30</b>	<b>40+*10</b>	-	-	<b>158 + *50</b>
<b>Avg. per day</b>	<b>06</b>	<b>02</b>	-	-	<b>08</b>

**2.11 Month-wise Position of Complaints received & attended at SSE(Works)/Motibagh Unit in last one year (Jan'2019-Dec'2019):-**

Month	Total No. of Complaints received	Total No. of Complaints attended
January-19	451	451
February-19	404	404
March-19	419	419
April-19	446	446
May-19	431	431
June-19	423	423
July-19	481	481
August-19	415	415
September-19	450	450
October-19	395	395
November-19	419	419
December-19	453	453
<b>Total</b>	<b>5187</b>	<b>5187</b>
<b>Avg. per month</b>	<b>432</b>	<b>432</b>
<b>Avg. per day</b>	<b>17</b>	<b>17</b>

# Total No. of Complaints include Staff Booking Register, Telephonic & verbal received.

**2.12 Month-wise Statement showing nature & no. of Complaints received & attended at SSE(Works)/Motibagh Unit :-**

Month	Masonry work	Carpentry /Painter work	Fitting work (Pipeline/ valve/tap repair)	Jungle cutting/ Misc. work	Total
January-19	47	219	185	1.Periodical cleaning of overhead tank, 2. Periodical colony jungle cleaning, maintenance of horticulture, 3. Collection & disposal of scrap materials, 2. Laisoning with civil authorities for uninterrupted water supply in NGP settlement.	451
February-19	33	194	177		404
March-19	50	208	161		419
April-19	48	217	181		446
May-19	61	228	142		431
June-19	59	224	140		423
July-19	86	254	161		481
August-19	57	218	140		415
September-19	76	237	137		450
October-19	57	213	125		395
November-19	44	217	158		419
December-19	59	233	161		453
<b>Total</b>	<b>677</b>	<b>2662</b>	<b>1868</b>		<b>5187</b>
<b>Avg. per month</b>	<b>56</b>	<b>222</b>	<b>156</b>		<b>432</b>
<b>Avg. per day</b>	<b>02</b>	<b>09</b>	<b>06</b>		<b>17</b>

**2.13 Month-wise Position of Complaints received & attended at SSE(Works)/Itwari Unit in last one year (Jan'2019-Dec'2019):-**

Month	Total No. of Complaints received	Total No. of Complaints attended
January-19	54	25
February-19	52	31
March-19	48	30
April-19	45	18
May-19	59	22
June-19	51	25
July-19	79	41
August-19	44	15
September-19	50	22
October-19	58	23
November-19	49	16
December-19	55	20
<b>Total</b>	<b>644</b>	<b>288</b>
<b>Avg. per month</b>	<b>54 + *25</b>	<b>24+*30</b>
<b>Avg. per day</b>	<b>03</b>	<b>02</b>

\* Approx. no. of complaints per month recd. by telephone/verbal = 20-30.

**2.14 Month-wise Statement showing nature & no. of Complaints received & attended at SSE(Works)/Itwari Unit :-**

Month	Nature & No. of Complaints					
	Masonry work	Carpentary work	Water supply work	Painting work	Jungle cutting/ Misc. work	Total
January-19	20	12	20	Painting & Lettering work is done on Signboard, Nameplate of Rly. Qtrs. & Service buildings and fencing work etc. as per requirement.	1. Periodical colony jungle cleaning. 2. Repairing of drain, sewerage line, Manhole septic tanks etc. 3. Special Drive for removing debris & roof cleaning work before monsoon.	54
February-19	18	10	18			52
March-19	13	12	15			48
April-19	14	08	14			45
May-19	22	13	20			59
June-19	16	13	21			51
July-19	30	15	28			79
August-19	08	07	18			44
September-19	11	07	22			50
October-19	18	07	29			58
November-19	14	10	22			49
December-19	11	08	30			55
<b>Total</b>	<b>195</b>	<b>122</b>	<b>257</b>	-	<b>70</b>	<b>644</b>
<b>Avg. per month</b>	<b>16 +*10</b>	<b>10+*05</b>	<b>22+*10</b>	-	<b>06</b>	<b>54 + *25</b>
<b>Avg. per day</b>	<b>01</b>	<b>01</b>	<b>01</b>	-	-	<b>03</b>

**2.15 Position of Filter Plant activity under SSE (Works)/Itwari Unit:**

There is no Filter Plant available under the jurisdiction of SSE/W/ITR unit.

**2.16 List of works of SSE(Works) units carried out under Zonal contract:**

S#	Name of Works
1	Repairs to Bath & Toilet PVC Door.
2	Repairs Decay Courtyard Door, Window, front & Back Jafry of quarter.
3	Repairs to Toilet, Drain, Septic tank and Sever line .
4	Distempering, White washing, Colour washing & Painting of Qtrs./service buildings .
5	Repairs to damaged Roof & Window of Doritory & Officer Rest house.
6	Changing of damage doors and windows of staff qtrs./service buildings.
7	Lying of old and rusted pipe line.
8	Supply of store materials.
9	Repairing of Bridge sub structures.
10	Cleaning of over head tanks.
11	Miscellaneous repairs to Rly. Qtrs. & Service Buildings
12	Hiring of JCB, Levelling & dressing of Ground along with Moorum filling.
13	Repairs to Pathway.

## **CHAPTER-III**

### **3.0 CRITICAL ANALYSIS & RECOMMENDATIONS :-**

**3.1** The actual staff strength of SSE (Works)/Bailyshop, Motibagh & Itwari units in Nagpur Division is 205 (71+99+35) against the sanctioned strength of 238 (82+114+42) as on 01.12.2019. Presently major works of SSE (works) units have been given on Zonal work/contract and petty repair works, water supply & some misc. works like jungle cutting, garden maintenance etc. are carried out by SSE(Works) staff. It is found that some works like petty repair work based on complaints, maintenance work like floor repair, wall repair, roof repair, door/window repair, Painting & writing work, water supply work, Garden maintenance, office/store related work of SSE(Works) units are regular and some works like Jungle cutting, Bridge maintenance etc. are periodical in nature. Based on the data collected, it is found that most of the complaints are related with masonry, carpentry and pipe line/water supply work. Presently to attend the complaints, staff of SSE (Works) units in team/gang comprising of one skilled along with one or two unskilled staff are booked for repair and maintenance work as per nature and volume of work.

### **3.2 Railway Board's Reference:**

**Vide Railway Board's L. No. E(MPP)2016/1/59 dated 10.01.2017 regarding "Effecting savings in manpower costs", it has been stated that more non-core activities which are not directly related with train operations and safety can be outsourced.**

Presently, Railways are going to adopt outsourcing system in non-core activities day by day. All type of maintenance & repair works of railway Quarters & service buildings, water supply work & horticulture work under SSE (Works) units of Engineering Department come under non-safety and non-core activities. Therefore, Work study team is of the opinion that all activities of SSE (Works) units should be outsourced. It will be better for staff as well as Railway administration from the point of financial savings in manpower costs.

In this regard, it is suggested that an e-complaint Portal should be developed by Engineering (Works) Department through which staff can register complaint online related with maintenance/repairs of Rly. Qtrs./Service Buildings etc. SEE/JE (Works) of the concerned units will examine the complaints and issue necessary work order to nominated Contractual agency to attend the repair/maintenance work.

Thus in view of above, the review of need base staff strength vis-à-vis workload of SSE (Works)/Bailyshop, Motibagh & Itwari units in Nagpur Division has been undertaken applying outsourcing system.

### **3.3 Assessment of requirement of staff Category-wise for SSE(Works)/ Bailyshop Unit :-**

It is seen that out of 78 on roll staff, actual 65 staff are utilised for SSE (Works)/Bailyshop unit and 07 staff (01 Mason, 01 ECR & 05 Helper) are working under SSE (Works)/ITR unit & 06 staff (04 Helper & 02 T/man) working under Sr. DEN (Co)/NGP office since long time. The avg. no. of complaints received/attended per day is 08 in addition to other maintenance/misc. work (Rly. Qtrs-1172 & Service Buildings- 52). The assessment for requirement of staff category-wise for SSE (Works)/Bailyshop unit on applying outsourcing system & existing workload is

worked out as under:

**Supervisor Category (San-04, Actual-03) :**

At present 03 Supervisors (01 SSE, 02 JE) are deployed. Considering the existing work load of Supervisors after outsourcing of all maintenance & repair works of railway Quarters & service buildings, water supply work & horticulture work under SSE (Works)/Baillyshop unit, work study team has assessed that

01 SSE will be required as overall in-charge of office, for conducting periodical inspection, preparation of proposals/estimates, dealing with establishment/store work, monitoring of contractual works etc. (Rly. Qtrs-1172 & Service Buildings- 52)

01 JE is required for dealing with supervision of maintenance work/contractual work in Motibagh colony, Baillyshop colony & to assist the In-charge,

01 JE is required for dealing with supervision of maintenance work/contractual work at Punjabi Line colony, Mangalwari colony, Kmptee Road colony, service buildings etc.,

01 JE is required for special work, issue of Qtr. Occupation/vacation memos, correspondence work, monitoring of contractual work.

Thus, 04 Supervisors will be sufficient for supervision of contractual works, monitoring of contractual staff, issue of Qtr. Occupation/vacation memos, maintaining various registers, correspondence work etc. for SSE/W/Baillyshop unit.

**Ministerial staff (San-02, Actual-02):**

At present 02 Ministerial staff (Jr. Clerk) are deployed for dealing with establishment matters like preparation of Muster Roll/TA bill/ issue of pass/PTO, D&A cases, Qtr. Occupation/vacation memos, RTI cases, correspondence work and stores related works like maintenance of DMTR/Ledger, preparation of requisition, collection/supply of material, disposal of scrap material etc. After outsourcing of all maintenance & repair works of railway Quarters & service buildings, water supply work & horticulture work under SSE (Works)/Baillyshop unit, there will be no requirement of Ministerial staff for this unit.

Thus, 02 sanctioned posts of Ministerial category will be surplus.

**Artisan staff (San-23, On Roll-20):**

**(Mason/Carpenter/Polisher/Fitter/Painter/Blacksmith/Hammerman/Mate):**

At present 20 Artisan staff are utilised for attending petty repair work, maintenance work etc. Presently 03 posts of Artisan are vacant. To attend the complains, staff of Works unit in a team/gang comprising of one skilled along with one or two unskilled staff are booked for repair and maintenance work. Generally one gang attends two complaints related with same Rly. Colony as per nature of work. Presently, avg. no. of complaints received/attended per day is 08 in addition to other maintenance/misc. work.

After outsourcing of all maintenance & repair works of railway Quarters & service buildings, water supply work & horticulture work under SSE (Works)/Baillyshop unit, there will be no need of Artisan staff for this unit.

Thus, all 23 sanctioned posts of Artisan category (03 vacant) will be surplus and should be surrendered.

**Chowkidar: (San-03, Actual-02)**

At present 02 Chowkidar & 04 Helpers are working as Chowkidar in SSE (Works)/Baillyshop unit and Subordinate Rest House/MIB. After outsourcing of all maintenance & repair works of railway Quarters & service buildings, water supply work & horticulture work under SSE (Works)/Baillyshop unit, there will be no need of

Chowkidar for this unit.

Hence, 03 posts of Chowkidar (01 vacant) are found surplus.

**Mate:** (San-02, Actual-02)

At present 02 Mate are utilised for assist in staff booking, Bazar ticket collection at Motibagh market and monitoring of staff in field work. Thus, after outsourcing of all activities of SSE (Works)/BS unit, there will be no requirement of Mate. Hence, 02 posts of mate are found surplus.

**Mali :** (San-01, Actual-01)

At present 01 Mali is utilised for maintenance of garden in unit, jungle cutting and horticulture work. After outsourcing of horticulture work, there will be no requirement of Mali. Hence, 01 post of Mate is found surplus.

**TM:** (San-01, Actual-03)

At present 03 T/man are deployed under SSE (Works)/Bailyshop unit which is excess operated than the sanctioned. 01 T/man is utilised for store material handling work in the unit and 02 T/man are working under Sr. DEN(Co)/NGP office.

**Safaiwala:** (San-00, Actual-02)

At present 02 Safaiwala are deployed under SSE (Works)/Bailyshop unit but there is no sanctioned post of Safaiwala for this unit. 01 Safaiwala is utilised for cleaning of SSE (Works)/BS office & Subordinate Rest House/MIB and 01 Safaiwala utilised for cleaning of Septic tank, chamber, drains etc. However, cleaning activity should be outsourced.

**Helper:** (San-48, Actual-45)

At present 45 Helpers are deployed. Out of 45, 05 Helper are working under SSE(Works)/ITR unit since long time & 04 Helper working under Sr. DEN/NGP & ADEN/NGP office and actual 36 Helper are being utilised for maintaining the workload of SSE (Works)/Bailyshop unit. Considering outsourcing of all maintenance & repair works of railway Quarters & service buildings, water supply work & horticulture work under SSE (Works)/Bailyshop unit, 02 Helpers are sufficient for routine office work like Dak delivery, assist SSE, inspection work, cleaning work of office, emergency work. Thus,  $48-02=46$  posts of Helper are surplus.

**Staff deployed at other units/offices:**

During course of work study, it is revealed that total 13 staff of SSE (Works)/Bailyshop unit are working at other units/offices since long time. Out of 13, 07 staff (01 Mason, 01 ECR & 05 Helper) have been working under SSE (Works)/Itwari unit on loan basis since long time i.e. about 15 years and 06 staff (04 Helper, 02 T/man) have been working under ADEN/NGP & Sr. DEN/NGP office since 03-04 years. This indicates that these 13 staff are not being utilised for maintaining the workload of SSE (Works)/Bailyshop unit. There is already separate sanctioned cadre for SSE (Works)/Itwari unit.

**Conclusion:**

**Thus keeping in view of outsourcing of all activities of SSE (Works)/Bailyshop unit, the requirement of staff for SSE (Works)/Bailyshop unit comes to 06 (Supervisor-04, Helper-02) against sanctioned of 82. Hence, 76 posts [11 vacant] of Artisan, Ministerial, Helper, Chowkidar are found surplus and should be surrendered in phase-wise. In Phase-I, 11 vacant posts should be surrendered and in Phase-II, balance 64 live posts should be surrendered after implementation of outsourcing and redeployment of live men in other needful category as per extant rules.**



### **3.4 Assessment of Requirement of staff for SSE(Works)/Motibagh Unit:**

It is found that out of 119 on roll staff, actual 99 staff are utilised for SSE (Works)/Motibagh unit and 20 staff (01 Fitter, 01 SPOM, 02 VO & 16 Helper) are working under SSE (Works)/Itwari unit since long time i.e. about 15 years. The avg. no. of complaints received/attended per day is 17 in addition to other maintenance work, water supply work & misc. work (Rly. Qtrs-495 & Service Buildings- 37). The assessment for requirement of staff category-wise for SSE (Works)/Motibagh unit on applying outsourcing system & thereafter existing workload is worked out as under:

#### **Supervisor Category (San-05, Actual-04) :**

At present 04 Supervisors (01 SSE, 03 JE) are deployed. Considering the existing work load of Supervisors , work study team has assessed that

01 SSE is required for overall in-charge of office, periodical inspection, preparation of proposals/estimates, monitoring of contractual works etc. (Rly. Qtrs-495 & Service Buildings- 37)

01 JE required at Motibagh for dealing with supervision of contractual water supply work in Motibagh colony, Bailyshop colony, Punjabi Line, Mangalwari, KP Road, Kadvi chowk area, Motibagh Workshop & assist the In-charge,

01 JE required at Mount Road for monitoring of contractual repair/maintenance & water supply work in Mount Road Officers Colony, ORH, Rail Club etc.,

01 JE required at Divisional Office/NGP for monitoring of contractual work & Water supply work in DRM Complex, Santra Market & Guard Line Colony,

01 JE required at Ajni for monitoring of contractual work in Ajni Rly. Colony, Rail Institute.

Thus, 05 Supervisor will be sufficient for supervision of contractual works, monitoring of contractual staff, issue of Qtr. Occupation/vacation memos, maintaining various registers, correspondence work etc. for SSE/W/MIB unit.

#### **Ministerial staff (San-02, Actual-02):**

At present 02 Ministerial staff (OS/Jr. Clerk) are deployed for dealing with establishment matters like preparation of Muster Roll/TA bill/ issue of pass/PTO, D&A cases, Qtr. Occupation/vacation memos, RTI cases, correspondence work and stores related works like maintenance of DMTR/Ledger, preparation of requisition, collection/supply of material, disposal of scrap material etc. After outsourcing of all maintenance & repair works of railway Quarters & service buildings, water supply work & horticulture work under SSE (Works)/Mitibagh unit, there will be no requirement of Ministerial staff for this unit.

Thus, 02 sanctioned posts of Ministerial category will be surplus.

#### **Artisan staff (San-46, On Roll-43):**

##### **(Mason/Carpenter/Fitter/Painter/Blacksmith/Welder/VO/SPOM/MVD):**

At present 43 Artisan staff are utilised for attending petty repair work, maintenance work, water supply work etc. To attend the complains, staff of Works unit in a team/gang comprising of one skilled along with one or two unskilled staff are booked for repair and maintenance work. Generally one gang attends two complaints related with same Rly. Colony as per nature of work.

Presently, the avg. no. of complaints received/attended per day is 17 and other maintenance, water supply work & misc. work.

After outsourcing of all maintenance & repair works of railway Quarters & service buildings, water supply work & horticulture work under SSE (Works)/Motibagh unit,

there will be no need of Artisan staff for this unit.

Thus, all 46 sanctioned posts of Artisan category (03 vacant) will be surplus and should be surrendered.

**Caretaker cum Cook:** (San-01, Actual-01)

At present 01 Caretaker cum Cook is utilised as Helper. Earlier to this, he was deployed at ORH/Mount Rd. as Caretaker cum cook but maintenance of ORH has been outsourced a few years ago. Thus considering outsourced activity of ORH/Mt. Rd., there is no justification for keeping this post. Hence, 01 post of Caretaker cum Cook is found surplus. The live man working as Caretaker can be redeployed as Helper against vacancy as per extant rule.

**Chowkidar:** (San-05, Actual-04)

At present 04 Chowkidar & 01 Helper are utilised as Chowkidar for SSE (Works)/Motibagh unit and JE/Works/Mt. Rd. office. After outsourcing of all maintenance & repair works of railway Quarters & service buildings, water supply work & horticulture work under SSE (Works)/Motibagh unit, there will be no need of Chaukidar for this unit.

Hence, 05 posts of Chowkidar (01 vacant) are found surplus.

**Mali :** (San-01, Actual-01)

At present 01 Mali is deployed under JE/W/Divisional office and utilised for garden maintenance/ horticulture work in DRM office and also assists Fitter. After outsourcing of horticulture work, there will be no requirement of Mali. Hence, 01 post of Mate is found surplus.

**TM:** (San-01, Actual-04)

At present 04 T/man are deployed under SSE (Works)/MIB unit which is excess operated than the sanctioned. 01 T/man is utilised as Helper under JE (Works)/Mt. Rd. and 03 T/man are working under Sr. DEN(Co)/NGP office.

**Helper:** (San-53, Actual-56)

At present 56 Helpers are deployed. Out of 56, 16 Helper are working under SSE(Works)/ITR unit since long time and thus actual 40 Helper are being utilised for maintaining the workload of SSE (Works)/Motibagh unit. Considering outsourcing of all maintenance & repair works of railway Quarters & service buildings, water supply work & horticulture work under SSE (Works)/Motibagh unit, 02 Helpers are sufficient for routine work like Dak delivery, assist SSE, cleaning work of office, emergency work. Thus, 53-02=51 posts of Helper are surplus.

**Staff deployed at other units/offices:**

During course of work study, it is revealed that total 23 staff of SSE (Works)/MIB unit are working at other units/offices since long time. Out of 23, 20 staff (01 Fitter, 01 SPOM, 02 Valve Operator & 16 Helper) have been working under SSE (Works)/Itwari unit on loan basis since long time i.e. about 15 years and 03 staff (T/man) have been working under Sr. DEN/NGP office since 03-04 years. This indicates that these 23 staff are not being utilised for maintaining the workload of SSE (Works)/Motibagh unit. There is already separate sanctioned cadre for SSE (Works)/Itwari unit.

**Conclusion:**

**Thus keeping in view of outsourcing of all activities of SSE (Works)/Motibagh unit, the requirement of staff for SSE (Works)/Motibagh unit comes to 07 (Supervisor-05, Helper-02) against sanctioned of 114. Hence, 107 posts (15 vacant) of Artisan, Ministerial, Helper, Chaukidar, Caretaker are found surplus and should be surrendered in phase-wise. In Phase-I, 15 vacant posts should be surrendered and in Phase-II, balance 92 live posts should be surrendered after implementation of outsourcing and redeployment of live men in other needful category as per extant rules.**

### 3.5 **Assessment of Requirement of staff for SSE(Works)/Itwari Unit:**

It is found that out of 35 on roll staff, 07 staff (01 Mason, 01 ECR & 05 Helper) of SSE (Works)/Bailyshop unit & 20 staff (01 Fitter, 01 SPOM, 02 VO & 16 Helper) of SSE (Works)/Motibagh unit are working under SSE (Works)/Itwari unit on loan basis since long time i. e. about 15 years and thus, actual 08 staff are posted permanently in this unit. The avg. no. of complaints received/attended per day is 04 and other maintenance work, water supply work & misc. work (Rly. Qtrs-443 & Service Buildings- 35). The assessment for requirement of staff category-wise for SSE (Works)/Motibagh unit on applying outsourcing system & thereafter existing workload is worked out as under:

#### **Supervisor Category:** (San-03, On Roll-03)

At present 03 Supervisors (02 SSE & 01 JE) are deployed. Considering the existing work load i.e. maintenance of 443 Railway Qtrs. & 35 Service Buildings, 1001.66 ITKM, jurisdiction-Ex-KT to Ex-NGP & KNHN-RTK, work study team proposed 01 SSE required for overall in-charge of office, periodical inspection, preparation of proposals/estimates, 01 SSE as sectional IOW at Itwari for supervision of petty repair/ maintenance work, water supply work, periodical inspection of Qtrs./service buildings in their respective jurisdiction, 01 SSE for special works, monitoring of contractual works and assist In-charge. Thus, 03 Supervisors are sufficient for supervision of contractual works, office work, issue of Qtr. Occupation/vacation memos, maintaining various registers, correspondence work etc. for SSE/W/ITR unit.

#### **Ministerial Staff:** (San-02, Actual-02)

At present 02 Ministerial staff (OS/Sr. Clerk) are deployed for dealing with establishment matters like preparation of Muster Roll/TA bill/ issue of pass/PTO, D&A cases, Qtr. Occupation/vacation memos, RTI cases, correspondence work and stores related works like maintenance of DMTR/Ledger, preparation of requisition, collection/supply of material, disposal of scrap material etc. After outsourcing of all maintenance & repair works of railway Quarters & service buildings, water supply work & horticulture work under SSE (Works)/Itwari unit, there will be no requirement of Ministerial staff for this unit.

Thus, 02 sanctioned posts of Ministerial category will be surplus.

#### **Artisan Staff(Mason/Carpenter/EBS/Painter/Fitter/VO/SPOM):**(San-14,Actual-07)

At present 07 Artisan staff are utilized for attending petty repair work & water supply work as per requirement. To attend the complains, staff of Works unit in a team/gang comprising of one skilled along with one or two unskilled staff are booked for repair and maintenance work. Generally one gang attends two complaints related with same Rly. Colony as per nature of work.

Presently, the avg. no. of complaints received/attended per day is 03-04 and other maintenance, water supply work & misc. work.

After outsourcing of all maintenance & repair works of railway Quarters & service buildings, water supply work & horticulture work under SSE (Works)/Itwari unit, there will be no need of Artisan staff for this unit.

Thus, all 14 sanctioned posts of Artisan category (07 vacant) will be surplus and should be surrendered.

#### **Helper:** (San- 21, Actual-23)

Presently 23 Helpers are deployed under this unit. Considering outsourcing of all maintenance & repair works of railway Quarters & service buildings, water supply work & horticulture work under SSE (Works)/Itwari unit, 02 Helpers are sufficient for routine work like Dak delivery, assist SSE, cleaning work of office, emergency work.

Thus, 21-02=19 posts of Helper are surplus.

**Chowkidar:** (San- 01, Actual-01)

There is 01 sanctioned post of Chowkidar in this unit. At present 01 Chowkidar + 02 Helper (01 in Day shift, 01 in Night shift EI roster & 01 as RG/LR) are utilized for chowkidar work at SSE/W/ITR office & store. After outsourcing of all maintenance & repair works of railway Quarters & service buildings, water supply work & horticulture work under SSE (Works)/Motibagh unit, there will be no need of Chowkidar for this unit.

Hence, 01 posts of Chowkidar is found surplus.

**Staff of other units working under SSE (works)/ITR unit:**

During course of work study, it is found that 27 staff of other units i.e. 07 staff of SSE (Works)/Bailyshop & 20 staff of SSE (Works)/MIB unit are working under SSE (Works)/Itwari unit on loan basis since long time i. e. about 15 years. However, there is a separate sanctioned cadre of staff i.e. 42 for SSE (Works)/ITR unit. But, only 08 staff (03 SSE/JE, 02 Ministerial, 01 Chowkidar & 02 Helper) are actually posted under Itwari unit. Hence, Work study team recommends that these 27 staff of SSE (Works)/Bailyshop & SSE (Works)/MIB unit who are already working under SSE (Works)/ITR since long time should be posted permanently against the sanctioned cadre of Itwari unit.

**Conclusion:**

Thus keeping in view of outsourcing of all activities of SSE (Works)/Itwari unit, the requirement of staff for SSE (Works)/ITR unit comes to 05 (Supervisor-03, Helper-02) against sanctioned of 42. Hence, 37 posts (07 vacant) of Artisan, Ministerial, Helper, Chaukidar are found surplus and should be surrendered in phase-wise. In Phase-I, 07 vacant posts should be surrendered and in Phase-II, balance 30 live posts should be surrendered after implementation of outsourcing and redeployment of live men in other needful category as per extant rules.

**3.6 Analysis of Expenditure in Existing system of working and proposed system of working & Financial Savings of SSE/W/BS, MIB,ITR units:**

**(A) Expenditure in Existing system of working (Departmental staff cost):**

**(i) Expenses on Departmental staff :**

<b>Total On Roll staff of SSE (Works) Units/NGP Divn.</b>	<b>Average Cost per month</b>	<b>Total Yearly expenses (approx.)</b>
SSE (Works)/Bailyshop unit=71	4401969	45147312/-
SSE (Works)/Motibagh unit=99	5773610	69283320/-
SSE (Works)/Itwari unit=35	1727958	20735496/-
<b>Total cost per year</b>		<b>135166128/-</b>

**Total Expenses Per Year (approx.):** = 13,51,66,128/-

**(B) Expenditure in Proposed system of working (i.e Outsourcing of all maintenance/petty repair work of Rly. Qtrs./Service Buildings, water supply work & Horticulture work of SSE/W/Bailyshop, Motibagh & Itwari units):**

**(i) Approximate Expenditure on Outsourcing/Contractual staff :**

At present total 70 Artisan and 100 Helper/Chaukidar are being utilized under SSE/W/Bailyshop, Motibagh & Itwari units. Hence, it is assumed that bare

requirement of Contract's worker will be same as no. of manpower utilised in departmental work.

S#	Category	Total No.	Per day Rate of Labour as per Minimum wages	Total Cost per year
1.	Skilled Labour (as Artisan)	70	500/-	70x500x365=12775000/-
2.	Unskilled Labour (as Helper)	100	435/-	100x435x365=15877500/-
Total cost of contractor's staff		-	-	28652500/-
3.	Add Contractors remuneration @ 10%	-	-	2865250/-
4.	Add GST @ 12% on above			3782130/-
<b>Per Year Cost</b>				<b>35299880/-</b>

(ii) **Expenses on Departmental staff :**

Total On Roll staff of SSE (Works) Units/NGP Divn.	Average Cost per month	Total Yearly expenses (approx.)
SSE (Works)/Bailyshop unit=06	499407	499407x12= <b>5992884/-</b>
SSE (Works)/Motibagh unit=07	585870	585870x12= 7030440/-
SSE (Works)/Itwari unit=05	370128	501576x12= 4441536/-
Total cost per annum		17464860/-

(iii) **Total Expenses Per Year (approx.):** = 3,52,99,880 + 1,74,64,860  
= 5,27,64,740/-

(iv) **Expenses on Materials used in maintenance/repair work will remain same i.e. in departmental or outsourcing.**

**(C) NET SAVINGS Per year:**

$$\begin{aligned}
 \text{Net Savings} &= (\text{A}) - (\text{B}) \\
 &= 13,51,66,128 - 5,27,64,740 \\
 &= 8,24,01,388/-
 \end{aligned}$$

**Thus, Annual Recurring Savings of Rs. 8,24,01,388/- per annum can be achieved after implementation of Outsourcing of all maintenance/petty repair work of Rly. Qtrs./Service Buildings, water supply work & Horticulture work of SSE (Works)/Bailyshop, Motibagh & Itwari units and surrender of 203 posts.**

### 3.7 Summary of Sanction, Present & Proposed staff strength at SSE(Works)/Bailyshop, Motibagh & Itwari Units in Nagpur Div.:

<b>SSE(Works)/Bailyshop Unit:</b>					
<b>S#</b>	<b>Category</b>	<b>Sanction strength</b>	<b>On Roll strength</b>	<b>Proposed Strength</b>	<b>No. of Surplus post to be surrendered</b>
1.	SSE	02	01	02	00
2.	JE	02	02	02	00
3.	OS	02	00	00	02
4.	Jr. Clerk	00	02		
5.	EBS	01	01	00	01
6.	H/Man	01	01	00	01
7.	ECR	04	03	00	04
8.	Painter	02	02	00	02
9.	Fitter	04	01	00	04
10.	Mason	08	06	00	08
11.	Polisher	01	01	00	01
12.	Welder	00	01	00	00
13.	SPOM	00	00	00	00
14.	Valve Operator	00	00	00	00
15.	Helper	48	40	02	46
16.	Chowkidar	03	02	00	03
17.	Safaiwala	00	02	00	00
18.	Mate	02	02	00	02
19.	TM- IV	01	03	00	01
20.	Mali	01	01	00	01
<b>Total</b>		<b>82</b>	<b>71</b>	<b>06</b>	<b>76</b>

<b>SSE(Works)/Motibagh Unit:</b>					
<b>S#</b>	<b>Category</b>	<b>Sanction strength</b>	<b>On Roll strength</b>	<b>Proposed Strength</b>	<b>No. of Surplus post to be surrendered</b>
1.	SSE	02	01	02	00
2.	JE	03	03	03	00
3.	OS	02	01	00	02
4.	Sr. Clerk	00	01	00	00
5.	EBS	02	03	00	02
6.	H/Man	02	00	00	02
7.	ECR	05	03	00	05
8.	Painter	02	03	00	02
9.	Fitter	06	09	00	06
10.	Mason	09	09	00	09
11.	Canner	00	01	00	00
12.	Welder	02	01	00	02
13.	SPOM	01	01	00	01
14.	Valve Operator	17	12	00	17
15.	MVD	00	01	00	00
16.	Helper	53	40	02	51
17.	Chowkidar	05	04	00	05
18.	Safaiwala	00	00	00	00
19.	TM- IV	01	04	00	01
20.	Caretaker-cum-Cook	01	01	00	01

21.	Mali	01	01	00	01
<b>Total</b>		<b>114</b>	<b>99</b>	<b>07</b>	<b>107</b>

#### **SSE(Works)/Itwari Unit:**

S#	Category	Sanction strength	On Roll strength	Proposed Strength	No. of Surplus post to be surrendered
1.	SSE	02	02	02	00
2.	JE	01	01	01	00
3.	OS	01	01	00	01
4.	Jr. Clerk	01	01	00	01
5.	EBS	00	00	00	00
6.	H/Man	01	00	00	01
7.	ECR	03	01	00	03
8.	Painter	02	00	00	02
9.	Fitter	02	01	00	02
10.	Mason	03	01	00	03
11.	Polisher	00	00	00	00
12.	Welder	00	00	00	00
13.	SPOM	01	01	00	01
14.	Valve Operator	02	02	00	02
15.	MVD	01	00	00	01
16.	Helper	21	23	02	19
17.	Chowkidar	01	01	00	01
18.	Safaiwala	00	00	00	00
19.	Mate	00	00	00	00
20.	Mali	00	00	00	00
<b>Total</b>		<b>42</b>	<b>35</b>	<b>05</b>	<b>37</b>
<b>Grand Total</b>		<b>238</b>	<b>205</b>	<b>18</b>	<b>220</b>

### **3.8 RECOMMENDATIONS & SUGGESTIONS :**

On the basis of above observation and critical analysis, the following recommendations and suggestions are made :-

- 3.8.1** In order to saving in manpower costs and improving efficiency, it is recommended that all maintenance & repair works of Railway Quarters & service buildings, water supply work & horticulture work under SSE (works)/Bailyshop, Motibagh & Itwari units of Engineering Department in Nagpur Division should be outsourced and cadre of these units to be reduced accordingly.

#### **SSE(Works)/Bailyshop Unit:**

As per details given in Para 3.3, the requirement of staff for SSE (Works)/Bailyshop unit comes to 06 (SSE/JE-04, Helper-02) against sanctioned of 82. Hence, 75 posts [11 vacant] of Artisan, Ministerial, Helper, Chaukidar are found surplus and should be surrendered in phase-wise.

#### **SSE(Works)/Motibagh Unit:**

As per details given in Para 3.4, the requirement of staff for SSE (Works)/Motibagh unit comes to 07 (SSE/JE-05, Helper-02 &) against sanctioned of 114. Hence, 107 posts (15 vacant) of Artisan, Ministerial, Helper, Chaukidar, Caretaker are found surplus and should be surrendered in phase-wise.

#### **SSE (Works)/Itwari Unit:**

As per details given in Para 3.5, the requirement of staff for SSE (Works)/Itwari unit comes to 05 against sanctioned of 42. Hence, 37 vacant posts are found surplus and

should be surrendered.

**Therefore keeping in view of outsourcing of all activities of SSE (Works)/Baillyshop, Motibagh & Itwari unit, out of total sanctioned of 238 posts, 220 surplus posts (33 vacant) of Artisan category, Helper, Mate, Caretaker & Chaukidar should be surrendered in phase-wise from Engineering Department of Nagpur Div. :**

**Phase-I :**

Total **33** vacant posts of Artisan, Helper, Mate, Caretaker & Chaukidar should be surrendered immediately.

**Phase-II :**

Balance **187** live posts should be surrendered after implementation of outsourcing of all activities of SSE (Works)/Baillyshop, Motibagh & Itwari units and live men may be redeployed in other needful category as per extant Rule.

**SUGGESTIONS:**

- 3.6.1.** It is suggested that an e-complaint Portal should be developed by Engineering (Works) Department through which staff can register complaint online related with maintenance/repairs of Rly. Qtrs./Service Buildings etc. SEE/JE (Works) of the concerned units will examine the complaints and issue necessary work order to nominated Contractual agency to attend the repair/maintenance work.



## **CHAPTER-IV**

### **4.0 FINANCIAL EVALUATION & RESULTS :-**

Annual Recurring Savings of Rs. 8,24,01,388/- per annum can be achieved after implementation of Outsourcing of all maintenance/petty repair work of Rly. Qtrs./Service Buildings, water supply work & Horticulture work of SSE (Works)/Baillyshop, Motibagh & Itwari units of Engineering Department in Nagpur Div. and surrender of 203 posts. Accordingly, surrender memorandum to be issued by Sr. DPO/NGP/SECR.

