



पश्चिम रेलवे
Western Railway

HQ-WESTERN RAILWAY



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**Title: Review of staff strength of Statistical Branch under Dy CAO(TA) Ajmer.
Year- 2020-21**

No. G.463/WR/WS-034/2020-2021

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Executive Summary

Sr. No. of Study : 34

Case No. : G.463/WR/WS-34/2020-2021

Subject : Review of Staff Strength of Statistical Branch,
Dy CAO(TA), Ajmer under HQ/CCG.

Department : Accounts

Division/HQ : Head Quarter Office - Churchgate.

Authority : AGM/CCG

Terms of Reference : Assessment of manpower of Statistical
Branch, Accounts Office, Ajmer

Total No. of Recommendations : Two

Summary of Recommendations : Page No. 6

Projected Manpower for surrender :

Category	Existing Cadre	Men on Roll	Vacancy	Proposed Cadre	Surplus identified		
					Total	Live	Vacant
Gr. C	85	56	29	48	37	08	29
Gr. D	06	00	06	02	04	00	04
Total	91	56	35	50	41	08	33

Financial Implication : Recurring saving of **Rs. 397.21 Lakhs p.a**

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ACKNOWLEDGEMENT

The Work Study Team, Western Railway, Churchgate, Mumbai – 400 020 is grateful to Shri R K Baldua, AFA(OC), Ajmer for his co-operation.

The Study Team is also thankful to all Section supervisor and subordinate staff in each section of Statistical Branch, Ajmer for their whole hearted co-operation and suggestions extended during the course of Work Study.

TERMS OF REFERENCE

As directed by competent authority, a work study on review the staff strength of Statistical Branch, Ajmer under HQ/CCG is to be conducted during the financial year 2020-2021.

The work study has been conducted to assess actual man power requirement for carrying out the existing work load.

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METHODOLOGY

<u>METHODOLOGY</u>	
Collection	Of data required for conducting the Work Study.
Observation	Of area wise and activity wise working system.
Scrutiny	Of data collected, existing staff strength, deployment, quantum of workload arising.
Discussion	With Co-ordinating Officers of Concerned Department and Staff in regard to workload arising and actual requirements of staff.
Consideration	Of suggestions and guidelines given by Officers.
Assessment	Critical examination of existing of working load.
Provision	Of Leave Reserve on the bare proposed manpower.
Identification	Of surplus posts available over of surplus posts available over and above the need based requirement and discussions with concerned staff at the time of Study.
Proposal	For adoption of change in existing working system.
Finalization	Of Work Study report with recommendations.

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SUMMARY OF RECOMMENDATIONS**Recommendation No****Refer Para.****Recommendation No.1**

2.18.1

After critical analysis of work load at Compilation office – Ajmer, the work study team proposes 50 posts (48 Group-C and 02 Group-D) including LR against the sanctioned cadre of 91 posts (85 Group C & 6 Group D), whereas 41 posts (37 Group C & 04 Group D) are identified as surplus to the requirement and recommended for surrender.

Recommendation No. 2

3.6

A software may be developed for compilation of data automatically in required format from the source data available online on FOIS, COIS and other forms. So that manual calculation can be discarded & also reduced the man power.

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CHAPTER - I

INTRODUCTION

1.0 GENERAL:

Statistics is a mathematical science pertaining to the collection, analysis, interpretation or explanation & presentation of data.

Because of its empirical roots & its focus on applications, statistics is usually considered to be a distinct mathematical science rather than a branch of mathematics.

Statistics also provides tool for prediction and forecasting using data and statistical models. Statistics is thus also applicable to governmental organization like Indian Railways.

1.1 INDIAN RAILWAY STATISTIC:

Information is the essence of control. Quantified information of a large variety is necessary on far flung services as that of the Railways, which move men and material in vast numbers through a corresponding volume of individual transactions. This volume of data has to be processed through statistical methods so that the information can be condensed and examined from many angles, and action taken to improve the fruitful use of capital and productivity of men engaged on work.

Railway working is so complex that the overall efficiency of the organization depends upon a close co-ordination of the various departments in it, each department specializing in a particular field. For an efficient functioning of the whole organization, detailed statistics covering the various facets should be made available. Interpretation of Railway statistics calls for a detailed knowledge of the procedures and practices covering the different functions, which are technical in nature.

The statistical data also have, inter alia, a direct bearing on the efficient utilization of the resources / costly assets. Special aptitude, combined with thorough and deep knowledge of the subject, is the essential requirements for compilation and interpretation of Railway Statistics.

Detailed procedures, based on the instructions issued by the Railway Board, exist for computing and compiling these statistics. Statistical information should be compiled and presented in a most logical and sequential order to make it easy to grasp by the readers.

Railway statistics is grouped under the following heads:

- i. Economics & Financial Statistic: This head includes the statistics of approximate figure of earnings, traffic handled in the shape of passengers

booked for current information & tonnage lifted and wagon loaded & of revenue & expenditure as booked.

- ii. Transportation Statistics: This head includes the statistic of both the total & transport output as well as efficiency of operation.
- iii. Commercial Statistics: Under this head, the statistic relating to number of passenger /tonnage carried passenger kilometers, tone kilometers, freight traffic & earning by commodities etc.
- iv. Rolling stock & wagon repair statistics: This head includes statistic of repair and maintenance of rolling stock, engine failure etc. as well as out-turn relating to repair shop activity.
- v. Administrative Statistics: This head relates to statistic of staff matters their number, incidence of sickness, accidents pay categories etc.

The above statistics are prepared periodically, monthly, quarterly, half yearly and yearly.

1.2 **ORGANIZATIONAL SET-UP OF STATISTIC DEPARTMENT:**

1.2.1 Compilation of Railway Statistic of Indian Railways falls under two categories viz.

- A. Statistic compiled by the Railway Board themselves about the different activities of the Indian Railways.
- B. Statistic compiled by individual Railways for their own domestic requirement.

1.2.2 At Railway Board level, compilation & interpretation of statistic is under the charge of the Director, Statistic & Economic under the Financial Commissioner for Railways.

1.2.3 At Zonal Railways, statistical compilation work is in the charge of Statistical & Analysis Officer functioning as a part of the Financial Advisor & Chief Accounts Officer's organization.

1.3 **SCOPE OF WORK OF STATISTICAL ORGANIZATION:**

1.3.1 The Compilation Office on the individual Railways undertakes only the processing of important types of statistic viz. operating & commercial statistic, which for the bulk of the statistical information supplied to the Railways & the Railway Board.

1.3.2 Statistics for accident, claims, operations, terminal operation, rolling stock, workshop, staff etc. is generally undertaken by the Department concerned. In some cases, statistical & compilation office only consolidates and reports the same.

1.3.3 In case of production units, only statistic of staff, fuel consumption, accident & casualties comes within the scope of the statistic required by the Railway Board.

1.4 **STATISTICAL & COMPILATION ORGANIZATION OF WESTERN RAILWAY:**

1.4.1 Statistical and Compilation Organization of Western Railways is situated at three locations namely, Head Quarter Office/Churchgate, Ajmer and Delhi Kishanganj.

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- 1.4.2 At HQ/CCG's office, Administrative statistic is dealt and GM narration report work is undertaken.
- 1.4.3 At Ajmer & Delhi Kishanganj compilation office, Economic and Financial statistic, Transportation statistic & Commercial statistic is dealt. This form the bulk of railway statistics. Numerous statements are prepared periodically, monthly, quarterly, half yearly and annually and sent to Head Quarter and Railway Board Office.

1.5 CADRE :

The sanctioned cadre & actual staff strength of Statistical Office, Ajmer (Group 'C' and 'D' staff) as on **31.12.2020** for realistic status is as under :-

1.5.1 Group 'C'**(a) Statistical/Compilation Office Staff :**

Sr. No.	Designation	Scale of Pay	Sanctioned Cadre	On Roll	Vacancy
1	Chief OS	09300-34800- GP 4800	17	16 +01	00
2	OS	09300-34800- GP 4200	49	36	13
3	Sr. Clerk	05200-20200-GP 2800	12	01	11
4	Jr. Clerk	05200-20200-GP 1900	04	00	04
	Total		82	54	28

(b) Other Gr. 'C' staff :

Sr. No.	Designation	Scale of Pay	Sanctioned Cadre	On Roll	Vacancy
5	Sr. Statistical Inspector	09300-34800- GP 4800	02	02	00
6	Steno	09300-34800- GP 4200	01	00	01
	Total		03	02	01

1.5.2 Group 'D':

Sr. No.	Designation	Scale of Pay	Sanctioned Cadre	On Roll	Vacancy
7	General Assistant	05200-20200-GP 1800	06	00	06
	Total		06	00	06

1.5.3 Total Staff:

Category	Sanctioned Cadre	On Roll	Vacancy
Statistical /Compilation Office Staff	82	54	28
Other Gr C Staff	03	02	01
Total Gr. C Staff	85	56	29
Gr. D Staff	06	00	06
Grand Total	91	56	35

- 1.6 An attempt has been made in the fourth coming chapter to analysis each activity and workload of compilation office at Ajmer and requirement of staff.

CHAPTER II

CRITICAL ANALYSIS OF EXISTING WORKLOAD AND PROPOSED MANPOWER OF THE STATISTICAL BRANCH , AJMER.

2.0 LOCATION:

The Statistical Branch office, Ajmer is located in the premises of the Dy. CAO(TA) Office, Ajmer, NW Railway.

2.1 EXISTING SYSTEM OF WORKING:

The work of Statistical Branch also known as Compilation office, Ajmer is headed by the Assistant Statistical Officer, Ajmer. He is responsible for smooth and efficient working of the Compilation office.

2.2 The Statistical Office, Ajmer is divided into 07 sections as mentioned below for effective and efficient working.

- I. Administration Section (ADM).
- II. Stores.
- III. Commercial Final Processing Section (CFPS).
- IV. Operating Final Processing Section-I
- V. Operating Final Processing Section-II.
- VI. Operating Final Processing Section-III
- VII. Sr. STI

All these sections are accommodated in three halls situated adjacent to Foreign Traffic Accounts office, Ajmer

2.3 Functions of the Statistical Branch (Compilation Office). Ajmer.

- i. Posting of data viz. division wise, gauge wise & Railway wise. Vehicle/Wagon Kms & Loco in diesel and electric traction abstract.
- ii. Preparation of various monthly statements namely 1A, 1B, 2,, 3A, 3B, 4A, 4B, 5A, 5B, 6A, 6B, 7A, 7B, 7C, 8, 9 Part-1, 10, 11, 12, 19, Abstract X, Y & Z , Passenger Zone Statistics, Goods Zone statistics, Statement of Commodity Loading (guagewise)Advance statement of gross earnings & traffic handled.
- iii. Apart from the above Section Wise/Divison Wise Monthly summary, Monthly summary of Domestic statistics Part-I, II-A & Part II B & C is prepared by OFPS-I/II
- iv. Preparation of annual statement to Railway Board, NDLS namely 6, 10A, 10B, 10C & 10D,12, 13, 15, 16, 17, 18, 19 A & B, 20, 21, 22, 23, 24, 25, 26A & B, 27A, B & C, 28, 30, 31, 32 & 33. Most of the statements are computerized other than 12, 16, 17, 18, 21, 23, 24, 25, 27A & B, 28 & 31 are prepared manually. The manual prepared statements are prepared through computers on availability of computers & printers.
- v. Statement No. 11, 14, 29, 34, 35, 36, 37 & 42 has been discontinued
- vi. Maintain co-ordination, allotment of numerical code, PLB figures etc.
- vii. Preparation of monthly, quarterly, half yearly & annual statistical statement.
- viii. Analyzing and finalizing of various statistical data pertaining to operating department.
- ix. Apart from above, administrative and establishment work is also handled by the staff of this office.

2.4 Cadre Position of the Statistical Branch, Ajmer as on 31.12.2020 of Group 'C' & Group 'D' is as under :-

2.4.1 **Group 'C'**

(a) **Statistical/Compilation Office Staff :**

Sr. No.	Designation	Scale of Pay	Sanctioned Cadre	On Roll	Vacancy
1	Chief OS	09300-34800- GP 4600	17	16+1*	00
2	OS	09300-34800- GP 4200	49	36	13
3	Sr. Clerk	05200-20200-GP 2800	12	01	11
4	Jr. Clerk	05200-20200-GP 1900	04	00	04
	Total		82	54	28

* One Ch OS Shri Lal Singh Chouhan is posted at Railway Board.

(b) **Other Gr. 'C' staff**

Sr. No.	Designation	Scale of Pay	Sanctioned Cadre	On Roll	Vacancy
5	Sr. Statistical Inspector	09300-34800- GP 4600	2	2	0
6	CA	09300-34800- GP 4200	1	0	1
	Total		3	2	1

2.4.2 **Group 'D'**

Sr. No.	Designation	Scale of Pay	Sanctioned Cadre	On Roll	Vacancy
7	General Assistant	05200-20200-GP 1800	06	00	06
	Total		06	00	06

2.4.3 **Total Staff**

Category	Sanctioned Cadre	On Roll	Vacancy
Statistical/Compilation Office Staff	82	54	28
Other Gr C Staff	03	02	01
Total Gr. C Staff	85	56	29
Gr. D Staff	06	00	06
Grand Total	91	56	35

2.5 **Section-wise present deployment of staff :**

2.5.1 **Group 'C' staff**

Sr. No	Section	COS	OS	Sr. Clerk	Jr. Clerk	STI	Total
1	Administration	02+01*	03	00	0	00	05+01
2	Stores	0	01	00	0	00	01
3	Commercial Final Processing Section (CFPS)	01	07	00	0	00	08
4	Operating Processing Section-I (OFPS-I).	07	08	00	00	00	15
5	Operating Processing Section-II (COIS).	03	13	01	00	00	17
6	Operating Processing Section-III (FOIS)	03	04	00	00	00	07
7	Sr. STI	00	00	00	00	02	02
	Total	16+01	36	01	00	02	55+01

* One COS Shri Lal Singh Chouhan posted at Railway Board.

2.5.2 **Group 'D' staff : NIL**

2.5.3 **2 Statistical Inspectors** are also deployed at Compilation office, Ajmer.

2.5.4 Thus, total working strength of Gr. C & Gr. D staff at Compilation office, Ajmer is 56 posts against the sanctioned cadre of 91 posts.

2.6 **Section-wise Workload** : The Section-wise analysis of workload and requirement of staff at Compilation office, Ajmer is calculated on the basis of actual working hours provided by each staff. And same is elaborated in forth coming para.

2.7 **Administration Section :**

2.7.1 **The present deployment of staff :-**

Section	COS	OS	Sr. Clerk	Jr. Clerk	Total
Administration	02+01	03	00	00	05+01=06

2.7.2 **Analysis of Workload of Administrative Section** :- This section is dealing with administration and establishment matter of staff working in S&AO's office, Ajmer.

2.7.3 Description of workload of the section:

Deploym ent of staff	Description of work
02 COS & 03 OS	All work related to pay sheet of entire staff including Officers such as Monthly salary bills; LPC; Salary cadre; Bonus; NPS; Due & Drawn; HRA & DA; TA & contingency; TA & pay advance; unpaid wages; verification of loan application; Income Tax calculation, CEA of staff & related work.
	Maintenance of Leave records; sparing of staff; Checking of Muster Roll; Maintenance of records of child care leave, posting leave in service sheet, special leave related work, periodical returns of staff matter..
	PR&T of Gr 'C' & 'D' staff; seniority list; roster register; Audit; selection work; election work; inter divisional/ railway transfer; confirmation of service; APAR & any other work assigned by COS & Officers.
	Preparation of Residential Card passes and Duty card passes, Renewal of Family Identity cards, Issuing Passes & PTO to staff, Holiday homes; Reimbursement of tuition fees & medical bills; PF work; PNM, UMID & HRMS related work.
	Personal file & service sheets of entire staff; recording of qualifying service; policy work of PWA & WCA etc; Railway Minister's welfare fund; SBF; issue of I-card; medical card; permission for higher education; change of name; advance increment for family planning; Annual increment; fixation & stepping up, MACP work, salary posting, pay fixation as per pay commission, & other work assigned by COS & Officers.
	Final Settlement; transfer & CTG allowance on retirement; Car, Scooter, Cycle, Computer advance related work; Entry of recovered amount of advance in register; Imprest work; budget work; telephone bill; pension of retired employees (fixation); family pension ; voluntary retirement of staff ;selection Board related work; statement No. 40; recruitment & posting of RRB candidates;
	Dealing with RTI cases, Dealing with PNM work, DAR cases; Court cases; CRs; awards to staff; appointment on compassionate ground; cadre work; and any other work assigned by COS & Officers from time to time.
01	One COS Shri Lal Singh Chouhan posted at Railway Board
06 Staff	TOTAL

2.7.4 Critical Analysis & Conclusion:

After going through the existing workload of the Administration section, the work study team justifies the present deployment of 05 posts of (02COS/03 OS) in Administrative Section.

2.8 **Stores Section :**2.8.1 **The present deployment of staff :-**

Section	COS	OS	Sr. Clerk	Jr. Clerk	Total
Administration	00	01	00	00	01

2.8.2 **Analysis of Workload of Stores Section** :- This section is dealing with stores related work in S&AO's office, Ajmer.

2.8.3 **Description of workload of the section:**

Deployment of staff	Description of work
01 OS	Procuring store items from Mahalaxmi & Sabarmati Store and distributing the same to concerned sections. Local Purchase and distributing the same to concerned sections. Computer and printer maintenance and repairs. Coordinating with departments for repair and upkeep of office & office furniture's. Purchase of computers, printers, UPS and other related items on quotation basis. Maintaining and recoupment of Imprest and any other work assigned by Officers.
01 Staff	TOTAL

2.8.4 **Critical Analysis & Conclusion:**

After going through the existing workload of the Administration section, the work study team observed that there is no need of separate section or staff specifically looking after stores work and should be assigned to Administration section. The post of OS looking after Stores to be surrendered.

2.9 **Commercial Final Processing Section (CFPS) :-**2.9.1 **The present deployment of staff :-**

Section	COS	OS	Sr. Clerk	Jr. Clerk	Total
CFPS	01	07	00	00	08

2.9.2 **Analysis of Workload of the section:-** This section deals with preparation of various statements related to passengers earnings and goods earnings and traffic handled.

2.9.3 Description of workload of the section:

Deployment of staff	Description of work
01 COS & 07 OS	Monthly & Quarterly Gross Revenue Telegraphic Report & Express Letter, 6A(Passenger Revenue stats(gauge wise) ; 6B(parcel traffic statistics), & 7A(Goods Revenue), 7B(Goods Revenue Stats (gauge wise) & 7C (commodity stats), Statement of Commodity loading (gauge wise), Advance statement of gross earnings & traffic handled, Abstract X-Coaching Earnings, Abstract Y –Goods Earnings, Abstract Z – Sundry Other Earnings, Passenger Zone statistics, Goods Zone statistics, EMU suburban train performance.
	Preparation of monthly & cumulative statement of Passenger Revenue Statistics 6A (BG, MG & NG)monthly/cumulative -Non-suburban, One page statement of 6A - Passenger Revenue Statistics figures for System, Annual statement of Passenger traffic for System – Non-suburban, class wise, gauge wise, Passenger traffic - 12 –gauge wise(BG& MG), prepare figure for GM Narrative Report.
	Preparation of monthly statement 6-B (Luggage & Parcel) Earning and sent to Rly. Board & HQ Office, Preparation of monthly Statement of Parcel Tickets Earning Local & Foreign Rly., Preparation of 10 days Statement of commodity loading of all divisions of Western Rly. and sent to Rly Board
	Prepare Statement Nos. 7A, 7B & 7C (Goods Revenue statistics), Checking of Goods Revenue Statistics to prepare monthly & cumulative figures, Prepare annual statement No.13.
	Preparation of Monthly Coaching & other Coaching earnings in A (in Units)& B(in thousands), Abstract X ,Preparation of monthly Goods Revenue Abstract -Y statement - sent to Rly. Board & HQ office, Monthly posting of Other Goods Earning - sent to Dy. CAO(TA), Sundry Revenue Earning, Abstract Z statement, sent to Rly. Board & HQ office, prepare division wise Sundry Earning – sent to HQ office, Preparation of yearly Goods Revenue Abstract Y statement - sent to Rly. Board, Preparation of yearly Sundry Revenue Abstract Z statement - sent to Rly. Board.
	Details Accounts of Revenue receipts by Major/Minor Head, Annexure to Annual Statistics stat no. 6, Posting of schedule & concerning figures in registers.
	Preparation of monthly Statement No. 8 –EMU Suburban Train Performance.
08	TOTAL

2.9.4 Critical Analysis & Conclusion:

After going through the existing workload of the Commercial Final Processing Section (CFPS) section, the work study team justifies the present deployment of 08 posts of (01COS/07 OS)in CFPS section.

2.10. Operating Final Processing Section-I (OFPS-I) :-

2.10.1 The present deployment of staff :-

Section	COS	OS	Sr. Clerk	Jr. Clerk	Total
OFPS - I	07	08	00	00	15

2.10.2 Analysis of Workload of Operating Final Processing Section-I :- This section deals with preparation of final monthly, quarterly, half-yearly & annual figures for Domestic Statistics Part – I (Traffic Operating) and Part – II (B&C)(Fuel & Lubricant)(Gauge-wise, Division-wise & shunting services station-wise).These statements sent to Railway Board and Headquartered Office in time.

2.10.3 Description of workload of the section::

Deployment of staff	Description of work
07 COS & 08 OS	<p>Preparation of various monthly statistical statements namely Passenger Train Performance statistics 1-A(Punctuality) & 1- B, Statement No. 2 Goods Train Performance,</p> <p>3A(Passenger & Goods Train performance) & 3B(Goods Train Performance (guagewise) ,</p> <p>4A(Rolling stock (Loco) statistics) & 4B (Rolling stock (C&W) statistics,</p> <p>5A(Fuel & Power consumption statistics) 5B (Lubricating Oil statistics), Train performance statistics (NG), Carriage & Wagon workshop repair statistics(guagewise) (monthly/quarterly),</p> <p>Statement No. 8 EMU/MEMU/DEMU train performance), Statement no. 16 Tonne Kilometrage (BG, MG & NG), Annual statement no. 17 Train & Engine kilometrage. Annual Statement No.18 Engine Hours(Foreign & Home Rlys)</p> <p>Annual Statement 19A Vehicle & wagon Kilometers, 19B Goods Trains performance, Statement 19, supplementary information to monthly statement (1B to 4B guagewise), 10A Rolling stock(loco, railcars, Rail bus, EMU,/DEMU/DHMU),</p> <p>Annual Statement 10B Rolling stock(Coaching Stock),10C(Goods Stock), 10 D (Coaching & Goods stock NG), 10 H NG service wise Fuel & Power consumption on Home & Foreign Line,MER monthly evaluation report, monthly domestic summary Part-I,</p> <p>GM narrative Report, Statement of WTR(Wagon Turn Round), Monthly Domestic summary Part-I and B&C, Annual statement No. 22 Engine Usage, Annual Statement No 23Loads of Train(BG,NG & NG).Annual Statement no. 25 Density of traffic, Wagon Days, Specific Energy Consumption, Annual Statement No.20(BG, MG & NG) Speed of Goods Train.</p>

	<p>Annual Statement No 26 A(Repairs of Rolling Stock) & 26 B(Cost of Repairs and maintenance of Rolling Stock, Annual Statement No 27A (Fuel consumption of classes of fuel), 27B(Fuel consumption of classes of services) & 27C(Electric Power consumed by classes of services), Annual Statement 28 (BG,MG & NG) Efficiency Statistics, Annual Statement 32 EMU,/MEMU/DEMU/DHMu sub and non suburban train statistics),</p> <p>Annual Density statistics of EMU,/MEMU/ DEMU, Average speed of Passenger trains,</p> <p>Annual Statement No 15- Results of working of coaching & goods service) Annual Statement No 30 (Analysis of working Expenses), Summary Part-I, Allotment of Numerical Code to new stations, Statement of Un economical Branch Lines and sending to all divisions, GM Graph</p> <p>Efficiency & Coordination section work is also currently looked by this section and 01 staff of E & C section has been shown in this section. Preparation of Monthly, Quarterly & Cumulative statistical Statements, preparing and posting figures in the Annual statements and preparing and dispatching information to HQ, Railway Board & Others on regular basis.</p>
15	TOTAL

2.10.4 Critical Analysis & Conclusion:

After going through the existing workload of the **Operating Final Processing Section-I**, the work study team observed that the supervisory cadre in the section is much more than required. The work of the section is of regular in nature. The working of the section works in the coordination with other sections for data. On the basis of the work load, the present deployment of 14 post of COS/OS are on higher side and proposes 11 posts (05 COS/06 OS) in **Operating Final Processing Section-I**.

2.11 Operating Final Processing Section-II (OFPS-II) COIS:-

2.11.1 The present deployment of staff :-

Section	COS	OS	Sr. Clerk	Jr. Clerk	Total
OFPS – II	03	13	01	00	17

2.11.2 Analysis of Workload of Operating Final Processing Section-II :- This section deals with preparation of Abstract of Passenger Trains, Downloading **Passenger Train wise** data from COIS & prepare consolidated monthly summary of allotted passenger trains Loco wise – railway wise, traction wise, section wise, & gauge wise, position of Home Shed . Prepare day wise & month wise position of nos. of Coach attach to or detach from Normal Rake Composition, Prepare summary of Locos - traction wise.

2.11.3 Description of workload of the section:

Deployment of staff	Description of work
03COS, 13OS & 01Sr.Ck	Preparation of Abstract of 76 Passenger Trains, Downloading Passenger Train wise data from COIS & prepare consolidated monthly summary of allotted 76 passenger trains Loco wise – railway wise, traction wise, section wise, gauge wise & Home Shed wise. Prepare day wise & month wise position of Nos. of Coaches attach to or detach from Normal Rake Composition, Prepare summary of Locos - traction wise.
	Downloading figures online from IT section COIS related to passenger trains and loco posting in allotted trains.
	Downloading figures from Online COIS regarding attachment or detachment of extra coaches on daily basis and preparing monthly summary.
	Downloading total parcel specials run during the month , preparing parcel special train summary, preparing Train Kms of Parcel Special trains and preparing Rake compositions,
	Vehicle kms, Dead weight figures and preparing statement, Preparing Density statement of all six (BCT, BRC, ADI, RJT, BVC & RTM divisions, Part-II Summary- Division and Gauge wise, Mission Raftar.
	Passenger Kms register, Pass Hours Register, Joint Shunting Register, Engine Failure,
	Supervision of COIS work, Goods KMS & Hours (BG), Railway wise section wise Passenger Summary of all divisions, Diverted position, Origin changed position, Short termination position, cancellation position, Time spend of Diesel Engine, fill-up Domestic summary Part-II,
17	TOTAL

2.11.4 Critical Analysis & Conclusion:

After going through the existing workload of the **Operating Final Processing Section-II**, the work study team observed that work is distributed table or staff wise and the working of the section is of fixed in nature. The supervisory staff are much than required. Due to introduction of system generated statements and data, the processing and preparation of statements have eased. The introduction of E Office will ease the working in the coming days. The time gap in sending and receiving letter through DAK or other means will ease the working of the section and increase efficiency and productivity. The present deployment of 17 post of COS/OS are on higher side and proposes 14 posts (03 COS/10 OS & 01 Sr. Clerk) in **Operating Final Processing Section-II**.

2.12 Operating Final Processing Section-III (FOIS) :-**2.12.1 The present deployment of staff :-**

Section	COS	OS	Sr. Clerk	Jr. Clerk	Total
OFPS-III	03	04	00	00	07

2.12.2 **Analysis of Workload of the section:-** This section deals with downloading **division wise** data from FOIS & prepare consolidated monthly summary – railway wise, traction wise, section wise, & gauge wise . Also prepare **division wise** Goods Density.

2.12.3 **Description of workload of the section:**

Deployment of staff	Description of work
03 COS & 04 OS	Down loading of FOIS Data of all six (06) divisions-BCT, BRC, RTM, BVC, RJT & BVC divisions everyday through net, Modification of the data as per railway's need,Format data and correct errors if any , preparing summary of above divisions, preparing section wise summary, download FOIS related stats related to Goods services, preparing Gods density, preparing statement of WR loco working in foreign railways. After preparation of data for each division per day for each month, prepare per day data on the basis record - received from divisions, Prepare consolidated monthly summary – railway wise, traction wise, section wise, & gauge wise(for both Locos & Vehicle KMs, prepare Goods Density Statistics, also perform any other work given by COS or Officer.
	<u>Work in Receipt & Dispatch section</u> – Receipt of all dak, letters & documents and dispatch outgoing dak, letters & documents, Distribution of letter to concerned section.
07	TOTAL

2.12.4 **Critical Analysis & Conclusion:**

After going through the existing workload of the **Operating Final Processing Section-III section**, the work study team justifies the present deployment of 07 posts of **COS/OS** in **Operating Final Processing Section-III**. Introduction of E-Office with better computers and good internet connectivity will ease the working of the section.

2.13 Summary of Section-wise Proposed staff of Statistical & Compilation Office-Ajmer

Sr. No	Section	COS	OS	Sr. Clerk	Jr. Clerk	Total	Refer para
1	Administration	02+01	03	00	00	06	2.7.4
2	Stores	00	00	00	00	00	2.8.4
3	Commercial Final Processing Section (CFPS)	01	07	00	0	08	2.9.4
4	Operating Final Processing Section-I (OFPS-I).	05	06	00	00	11	2.10.4
5	Operating Final Processing Section-II (COIS).	03	10	01	00	14	2.11.4
6	Operating Final Processing Section-III (FOIS)	03	04	00	00	07	2.12.4
	Total	14+01	30	01	00	46	

2.14 Summary of Section-wise Existing & Proposed Compilation Office staff

Sr. No	Section	COS		OS		Sr. Clerk		Jr. Clerk		Total		Refer Para
		E	P	E	P	E	P	E	P	E	P	
1	Adm.	03	03	03	03	00	00	00	00	06	06	2.7.4
2	Stores	00	00	01	00	00	00	00	00	01	00	2.8.4
3	CFPS	01	01	07	07	00	00	00	00	08	08	2.9.4
4	OFPS - I	07	05	08	06	00	00	00	00	15	11	2.10.4
5	OFPS - II	03	03	13	10	01	01	00	00	17	14	2.11.4
6	OFPS-III	03	03	04	04	00	00	00	00	07	07	2.12.4
		16	14	37	29	01	01	00	00	56	46	
	LR @ 12.5%	46 x 12.5% = 5.75 say 06										
	LR		0		6		0		0		6	
	Total	16	14	37	35	01	01	00	00	56	52	

(E – Existing deployment & P – Proposed deployment)

2.14.1 Summary of Sanctioned, Existing, Proposed & Surplus Compilation Office Staff :-

Sr. No.	Category	Sanctioned	Actual	Vacancy	Proposed	Surplus
1	Chief OS	17	16 +01*	00	15	02
2	OS	49	36	13	30	19
3	Sr. Clerk	12	01	11	01	11
4	Jr. Clerk	04	00	04	00	04
	Total	82	54	28	46	36

*One COS Shri Lal Singh Chouhan posted at Railway Board.

2.15 **Other Gr. 'C' staff :-**

Sr. No.	Category	Sanctioned cadre	Existing Deployment	Proposed	Remarks
1	Statistical Inspector	2	2 posts of Statistical Inspector are justified for General supervision, observation & checking of data / statements prepared by staff of compilation office – All.	02	2 posts of STIs are justified
2	Steno	1	Vacant	00	1 vacant post of steno is recommended for surrender
	Total	3		02	

2.15.1 The 02 posts of Statistical Inspector are justified for General supervision, observation & checking of data / statements prepared by staff of compilation office – Ajmer. One 01 post of Steno lying vacant since long is recommended for surrender.

2.15.2 **Summary of Existing, Proposed & Surplus Other Gr. 'C' staff :-**

Sr. No.	Category	Sanctioned cadre	Proposed	Surplus
1	STIs	2	2	0
2	CA	1	0	1
	Total	3	2	1

2.16 **Deployment of Group 'D' staff :**

Currently there no men –on- roll in General Assistant against the sanction cadre of 06.

2.16.1 The work study team justifies 02 Gr. D posts for Office works, thereby identified 04 Gr. D posts, as surplus to the present requirement and recommends for surrender.

2.16.2 **Summary of Existing, Proposed & Surplus Gr. 'D' staff :-**

Sr. No.	Category	Sanctioned cadre	Proposed	Surplus
1	Gr. D	6	2	4
	Total	6	2	4

2.17 **Total Summary of Existing, Proposed & Surplus GR. C. & Gr. D staff :-**

Category	Sanctioned	Actual	Vacancy	Proposed	Surplus
Statistical staff	82	54	25	46	36
Other Gr. C staff	03	02	01	02	01
Gr. C	85	56	26	48	37
Gr. D.	06	00	06	02	04
Total	91	56	32	50	41

2.18.1 **Recommendation No. :1**

After critical analysis of work load at Compilation office – Ajmer, the work study team proposes 50 posts (48 Group-C and 02 Group-D) including LR against the sanctioned cadre of 91 posts (85 Group C & 6 Group D), whereas 41 posts (37 Group C & 04 Group D) are identified as surplus to the requirement and recommended for surrender.

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CHAPTER - III

SYSTEM IMPROVEMENT

3.0 SYSTEM IMPROVEMENT

3.1 At present lots of statements and other works of the Compilation Office, Ajmer is still done manually. Being statistical organization many ratios are required to be calculated from the same set of information, which can be easily formulated.

3.5 A software may be developed for compilation of data automatically in required format from the source data available online on FOIS, COIS and other from. So the manual calculation can be discarded & man power can be reduced.

3.6 Recommendation No. 2

A software may be developed for compilation of data automatically in required format from the source data available online on FOIS, COIS and other forms. So that manual calculation can be discarded & also reduced the man power.

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CHAPTER - III**FINANCIAL IMPLICATION**

- 4.1. On critical examination of all the activities carried out by Compilation Office - Ajmer and looking at the existing work load, the work study team proposes **54 posts (52 Group-C and 02 Group-D) including LR against the sanctioned cadre of 91 posts (85 Group C & 06 Group D)**, whereas **37 posts (33 Group-C & 04 Group-D)** are identified as surplus to the requirement and recommended for surrender.
- 4.2. On implication of the study report and on surrendering above mentioned surplus posts annual recurring saving will be achieved as tabulated below :

Category	No. of Surplus posts	Average cost per Employee	Annual saving in Rs.
Group-C	37	Rs 10,03,714/-	Rs 3,71,37,418
Group -D	04	Rs. 6,45,968/-	Rs 25,83,872
Total	41		Rs 3,97,21,290

- 4.3 The annual recurring saving due to surrender of posts of Statistical Office - Ajmer will be **Rs. 397.21 Lakhs(approx)**.

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