

WEST CENTRAL RAILWAY



WORK STUDY REPORT ON

“Review of Ministerial staffs of WRS Kota”

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CHAPTER-I

1. INTRODUCTION

1.1 Work Study on “A study of Ministerial staff on WRS/Kota” has been taken as a ‘Crash Study’ for the year 2020-21

1.2 Ministerial staff was a key part of a department and a number of man were engaged at WRS/Kota. This cadre is deployed to type the various kinds of official documents.

Ministerial staff at WRS/Kota deals all matters regarding TA Bills, Overtime claims, Audit and accounts objections and reports, Rajbhasha, Staff Quarters, Arrangement of Stationary, D & AR cases, all establishment matters, up-keeping of cadre, trade tests, training, creation/extension & surrender of posts, pin-pointing of staff, book of sanction, MPP, work study, maintenance of leave/absentee, maintenance of T&P and its ledger, general awards, Receipt & dispatch of Dak, signing of work orders, advice notes & issue notes, proper distribution of dak by local dispatch, uploading/downloading of e-dak & All works directly related to CWM, all confidential matters, CRs, receipt & dispatch of edak.

CHAPTER-II

2. Ministerial staffs of WRS/Kota

2.1 Duties of a Ministerial staffs:

Ministerial staffs at WRS/Kota deals all matters regarding TA Bills, Overtime claims, Audit and accounts objections and reports, Rajbhasha, Staff Quarters, Arrangement of Stationary, D & AR cases, all establishment matters, up-keeping of cadre, trade tests, training, creation/extension & surrender of posts, pin-pointing of staff, book of sanction, MPP, work study, maintenance of leave/absentee, maintenance of T&P and its ledger, general awards, Receipt & dispatch of Dak, signing of work orders, advice notes & issue notes, proper distribution of dak by local dispatch, uploading/downloading of e-dak & All works directly related to CWM, all confidential matters, CRs, receipt & dispatch of edak.

2.2 Sanctioned Strength, Men on Roll and Vacancy position of Ministerial staffs of WRS/Kota is as under-

S.N	Cadre	Pay Scale	P.B.	SS	MOR	VAC
1	Sr. Clerk	5200-20200	2800	16	09	07
2	Jr. Clerk	5200-20200	1900	14	10	04
	Total			30	19	11

It may be seen from the above, 30 posts are sanctioned, 19 men are on roll and 11 posts are lying vacant.

2.3 Critical Analysis:-

At present, the workload of Ministerial staffs is getting less due to introduction of various online working applications i.e. e-office, HRMS, IRPSM, I-pass e-dak etc. It has all kinds of applications which are very useful to maintain required documents and also preserve paper works.

2.4 Recommendation:- With a view to achieve economy, vacant 11 posts of Ministerial staffs should be immediately surrendered.

CHAPTER -III

3. FINANCIAL IMPLICATION

- 3.1** On surrender of 11 posts of Ministerial staffs of WRS/Kota in grade pay of Rs.2800/-and Rs.1900/-, financial implication will be as under-

Grade	2800/- (07 Posts)	1900/- (04 Posts)
Mean of grade	33650	22950
DA 17%	5721	3902
Per month	39371	26852
x12 Per Annum	472452	322224
	x7 =3307164	x4 =1288896
Total	3307164	1288896

Say, Saving (Rs. 33,07,164 + Rs. 12,88,896) = 45,96,060/-

i.e. 45.96 Lakhs saving Per Annum.
