



No.G.275/WSSR-852021/2020-21

**WORK STUDY TO REVIEW THE MINISTERIAL
STAFF STRENGTH AT PERSONNEL BRANCH
HEAD QUARTERS (Excluding IR & Trg Section
and General Assistants) – HQ/MAS**

2

SOUTHERN RAILWAY

PLANNING BRANCH

No.G.275/WSSR-852021/2020-21

**WORK STUDY TO REVIEW THE MINISTERIAL
STAFF STRENGTH AT PERSONNEL BRANCH
HEAD QUARTERS (Excluding IR &Trg Section
and General Assistants)– HQ/MAS**

STUDIED BY

**WORK STUDY TEAM
OF
PLANNING BRANCH**

JUNE - 2021



I N D E X

SERIAL NUMBER	CONTENTS	PAGE NUMBER
(i)	ACKNOWLEDGEMENT	1
(ii)	TERMS OF REFERENCE	
(iii)	METHODOLOGY	
(iv)	SUMMARY OF RECOMMENDATIONS	2
CHAPTERS		
I	INTRODUCTION	3 - 8
II	PRESENT SCENARIO	9 -30
III	CRITICAL ANALYSIS	31 – 57
IV	PLANNING BRANCH REMARKS ON CO-ORDINATING OFFICER'S VIEWS	58 – 61
V	FINANCIAL SAVINGS	62
ANNEXURES		
I	SAVE STATEMENT GIVEN BY APO/G/HQ ON AUG-2020	63
II	RAILWAY BOARD YARDSTICK	64
III	REVISED RAILWAY BOARD YARDSTICK	65
IV	CO-ORDINATING OFFICER REMARKS	66

stst.

1

(i)

ACKNOWLEDGEMENT

The Work Study Team conveys its sincere thanks to PCPO/HQ, CPO(IR), Dy.CPO/IR&TRG (Co-ordinating Officer), other Dy CPOs, SPOs, APOs & APO/G, Ch.OS/Admin (Co-ordinating Supervisor) and other sections Ministerial staff of various cadres in Hqrs. for their valuable guidance and co-operation in conduct and completion of the study.

(ii)

TERMS OF REFERENCE

Work Study to review the Ministerial staff strength of Personnel Branch/HQrs (Excl. IR & TRG and General Assistants) – HQ/MAS

(iii)

METHODOLOGY

The work study team has applied the following techniques in conducting the work study.

- (1) Collection and compilation of Data
- (2) Analyzed the data collected and assessed the manpower requirement Based on yardstick and need base wherever necessary.

ஜெ.ஜெ.

2

(iv)

SUMMARY OF RECOMMENDATIONS

Revised Recommendation:

The following posts in various categories are found excess to the requirement and recommended for surrender:

- 11 (8 Vacant posts and 3 anticipated vacancy posts/treated as SNP) posts of OS in GP Rs. 4200/-
- 27 vacant posts of Sr. Clerck in GP Rs. 2800/-
- One vacant post of Jr. Clerck in GP Rs. 2000/- and
- One vacant post of Chief Typist in GP Rs. 4200/-

The above mentioned 40 posts and the same may be surrendered and credited to the Vacancy Bank. **(Total - 40 posts)**

Handwritten signature

CHAPTER – I

1.0 INTRODUCTION

1.1 About Southern Railway HQ:

The **Southern Railway** headquartered at Chennai, is fourth largest zone out of the 18 zones of Indian Railways. It is the earliest of the 18 zones of the Indian Railways created in independent India. It was created on **14 April 1951** by merging three state railways, namely, the **Madras and Southern Mahratta Railway(MSMR), the South Indian Railway(SIR) Company, and the Mysore State Railway(MSR).**

The present Southern Railway headquarters building foundation stone was laid by Honorable the **Lord Pentland**, Governor of Madras on **08.02.1915**. After the completion of this building, it was opened by Her Excellency the **lady Willingdon on 11.12.1922**, replacing the General office of MSMR at Royapuram station.

The S.Rly HQ/Administrative building construction is an **Indo – Saracenic** structure located at adjacent to the **Puratchi Thalaivar M.G.R Chennai Central** Railway Station. This building now functions **as the Head Quarters of Southern Railway**. At this building, the various departmental offices are functioning.

1.2 Role of Personnel Department:

From the small **beginning in 1853, Indian Railways network today is fourth largest Public Sector undertaking in the world.** Men have become the most powerful factor in Railways. Generally, people in any organization are the most important asset and managing them to maximize their contribution to growth profitability and development of an organization is a challenge.

Personnel department is endowed with this responsibility of communicating the message of organization's mission and vision. This is necessary and important in a stable and a growing economy. So the function of a Personnel department is to assist with procurement, development and retention of human resources necessary for success of an organization.

Peter F. Drucker, famous and well known Guru of personnel administrator described a personnel department's job in part by part as being **partly a file clerk's job, partly a social worker's job and partly fire fighting to head off trouble or to settle it**. The constant work of all Personnel Administration is the inability to prove that they are contributing to the organization, as most of their contribution remains invisible.

1.3 **Personnel Management over Railways:**

Indian Railways having with over 12.3 Lakhs employees approximately working along with some part of contract labours, it is one of the largest employer not only in India, but also in the world. The workforce of IR is a varied mass of people from the Trackman/General Assistant at one end to Chairman & CEO, Railway Board at the apex level. The task of the personnel department of Railways is to manage and look after the welfare of this large mass of employees and their families.

Its employees are spread over 18 zones, 73 Divisions, 6 Production Units, 27 Public Sector Undertakings, and organized into more or less 358 categories and 20 levels. **The care of this humongous team is entrusted to the dedicated Indian Railway Personnel Service (IRPS) cadre – we plan, we empower, we train, we listen, we care, we nurture, we celebrate –** suffice it to say that we are the custodians of the hearts and minds of this great organization.

- 1.4 Pausing to reflect on the march of IRPS through the corridors of time, the following milestones stand out:

Reorganization of work necessitated by construction of new lines, enhanced traffic and increasing number of employees led to the creation of 'Staff Division' in 1924. Early in 1946, on account of the growing volume and complexity of labour and establishment work, a need was felt for foundation of a distinct service and a separate cadre to be known as the '**Establishment Department**'. However, just a few years down the line in 1949, the newly formed Establishment Department was wound up and in 1956, the initial 19 Establishment officers were given the option to get absorbed in other departments.

It was after the pan **India Railway strike of 1974**, that an urgent need was again felt for a specialized HR Service to primarily contain labour unrest, maintain industrial harmony, and manage personnel matters and welfare of the Railway employees. It was in this context that **IRPS was born in 1975**.

- 1.5 The cadre has been scaling new heights by driving technology led transformation and innovative service delivery mechanisms. In its latest mission statement, IR has declared that it aims to be the engine of economic growth and development by being safe, financially viable, environment friendly and caring for its customers and employees. To get a sense of the significance of the role of the HR department in steering IR towards this goal, consider the following reasons:

- Googling the search terms "Indian Railways as an employer" / HR practices on Indian Railways throw "Best Companies to work for: Indian Railways is an employer like none other"; the reasons behind Indian Railways is the Best Employer"; "The Railways have done a lot in respect of providing **welfare facilities for their employees**", are just a few headlines on HR management and

wellness techniques in IR, that a random internet search on the subject reveals.

- Despite being such a massive and labour intensive organization in the organized sector, there has been only one nationwide strike in the Railways, that too way back in 1974 and NONE thereafter. IR is the only public sector organization which has an institutionalized system of periodic meetings and negotiations with Trade Unions by way of **Permanent Negotiating Machinery (PNM)** which has been in operation since 1951.
- The tortuous change of traction from Steam to Diesel and further to Electric traction was achieved ***without any retrenchment or industrial disturbance through effective manpower planning, retraining and redeployment of staff.*** Similarly the move from manual ticketing to computerized Passenger Reservation System was achieved seamlessly.
- The process of recruitment, a core HR function, has undergone a sea change with the conduct of **online application processing and online computer based examinations.** This surge towards digitization is a landmark green initiative and goes a long way in reducing the carbon footprint of IR.
- These are not just incidental facts; but a sterling testimony to the resilience of HR practices and exemplary industrial relations in IR.

The success of any organization hinges on strategic management of resources, the most important of which is the human resource. The need of the hour for the HR department is to unlock the potential within the organization and to act as a catalyst for the processes that may reshape its destiny. Looking ahead, gradually every HR process must be captured in a digital format for the all-encompassing **HRMS** (Human Resource Management System), which will provide the critical digital push to

future endeavors, sustainability and profitability of the lifeline of our nation.

1.6 Responsibility of Personnel department

- Take care of the human factor striving to get the best result from workers by developing their capabilities.
- Personnel Staff will relieve the departmental officers from the task of management of employees of his department to the extent possible so that he can concentrate the functioning of his department.
- However the department officer will have the main say in the placement of workers to ensure better utilization, economy and efficiency.
- Personnel officer will also be receptive to suggestions given by departmental officer on transfer to maintain efficiency and discipline.
- Although Departmental officers are relieved of Personnel work to a great extent after setting up the Personnel Department, they should also maintain a close touch with their department employees, receive grievances on personnel matters and arrange to dispose of the same with the help of personnel officer duly keeping in view the rules and regulations laid down.
- Personnel officers are also Welfare Officers who will co-ordinate various Welfare activities such as Sports activities, management of Holiday Homes, Institute, Co-operative societies, Canteens etc.
- Personnel officer should see that legitimate interests of the workers are protected.
- Personnel officer should take utmost care in maintaining industrial peace, keeping good relations with trade unions and help in maintaining congenial atmosphere for smooth working.

- Productivity depends on technological factors and job performance. Job performance is based morale and motivation to work. Motivation of workers can be judged by their attitude towards the objectives of the organization.
- Management should be vigilant towards the attitude of the workers and should analyze the causes for negative approach of the workers in their performance. Management has to analyse and diagnose the needs of the workers for the purpose of achieving organizational objectives by maintaining close contact with the workers.
- Generally personnel department's role is to communicate and implement policies. They play an important role by providing the required expertise in maintaining industrial relations by liaisoning with the technical executives. An attempt has been made to arrive at the manpower requirement of all Non Gazatted staff (Group – C & D) working in PB/HQrs (Excl. IR & TRG and General Assistants) based on the existing workload, deployment of workforce for various activities in various sections/units and applying the concept of Multitasking for a range of different types of work wherever required.

ஸ்ஸ்.

CHAPTER – II

2.0 PRESENT SCENARIO

2.1 Staff strength details of PB/HQ:

The Personnel Branch staff of various categories are working in various sections/units and other units from PB/HQ. The overall control of these categories vests with CPO/Admn., but presently looking after by CPO/IR. The Dy.CPOs are looking after the various Departmental cadres and Policy matters with the assistance of officers like SPOs & APOs. The sanctioned strength of these categories is given by APO/GL & HQ as on Aug-20, the breakup of category wise Sanction, Actual and Vacancy is appended below.

Sl. No	Category	Sanction	Actual	Vacancy	Excess
1	Ch.OS	38	35	3	0
2	OS	113	105	8	0
3	Senior Clerk	32	5	27	0
4	Junior Clerk	22*	21	1	0
Total – A		205	166	39	0
5	PS Gr-II	2	2	0	0
6	Steno Gr-I	7	13	0	6
7	Steno Gr-III	5	0	5	0
8	Supdt. Typist	3	3	0	0
9	Chief Typist	3	2	1	0
10	Ch.S&WI	20	20	0	0
11	S&WI	11	3	8	0
Total – B		51	43	14	6
Total (A + B)		256	209	53	6

(*) The original sanctioned strength of Jr. Clerk is 27 in the APO's Scale check, but 5 posts have already been recommended for surrender vide

Work study No. 202021. Hence, the sanction strength has been reduced to 22 in Jr. clerk category.

Out of 256 sanctioned posts, the actual available staff is 209 and the net vacancy is 47. The department/section wise Sanction, Actual, Vacancy and Excess statement is placed as **Annexure 1**.

From the above table, some of the posts are deputed to other sections as tabulated below.

2.2 Staff working in other Section:

Sl.No	Category of post	No. of posts	Location of Sections
1	Ch.OS	4	1 –CN/MS, 2 – GB/HQ, 1-RCT/MAS
2	OS	36	14-CN/MS&ERS, 7-GB/HQ, 5-PB/Cell/PER, 1-RE/MS,1-CSTE/Proj/MAS, 1-Vigilance/MS, 1-Planning/HQ, 1- Sports/HQ, 1-Hindi, 1-RRC/MAS, 1-RRB/MAS, 1-NAIR/BRC, 1-MAS division.
3	Senior Clerk	2	1-Vigilance & 1-Planning
4	Junior Clerk	3	2-General Branch & 1-RPM
Total - A		45	
5	Steno Gr.I	1	1-RCT/MAS
6	Chief Typist	1	1-Planning
Total - B		2	
Total (A + B)		47	

2.3 Activities of various Sections/Cadres:

The personnel branch activities are functioning in NGS (Non-Gazetted Section) halls of Ground floor, First Floor and Second floor in HQrs building. The details of the sections are briefed one by one as below.

2.4 Ground Floor:

2.4.1 Pass Section:

The details and manpower requirement are explained in brief at Chapter-III in Para No. 3.4.1.

2.4.2 Staff Facilitation Centre (SFC):

There is no separate sanction for SFC, but two staff is deputed on the PB/HQ account. The detailed working particulars are given in confidential section vide Para No. 2.5.7 in Table-2.

2.4.3 **Planning Branch (Work Study Cell):**

I) The Ministerial staff position at Planning branch in Work study cell.

Sl.No	Category	Actual
1	OS	1
2	Chief Typist	1
3	Steno Gr. I	1
4	Sr.Clerk	1
	Total	4

II) Work study Inspector & Other staff Strength at Work Study Cell (Ex-Cadre):

Sl.No	Category	Sanction	Actual	Vacancy	Excess	Remarks
1	CWSI	10	8	2	0	
2	CPLI	2	2	0	0	
3	WSI	1	1	0	0	
4	GA	2	2	0	0	1 post was Surrendered in Work study No. 202021/2021
Total		15	13	2	0	

2.4.3.1 The ministerial staff portfolios are given below.

A) OS / Planning Branch.

Portfolios

1. Dealing with Establishment Matters.
2. Maintenance of Imprest Amount
3. Co-ordinating with Personnel Dept. for issue of DCP & RCP.
4. Processing for procurement of Computer and accessories.
5. Purchasing and maintenance of Xerox machine.
6. Preparation of Leave statement every month and sending the same.

12

7. Preparation of Budget Estimate and Revised Estimate and advising the same to PFA.
8. Procurement of Non-stock Item, through either GeM or by placing Indent on Sr.DMM /DP.
9. Award for staff
10. Collection of stocked stationary Items from Dy.CMM / GSD.
11. Printing and dispatch of 3000 Nos. of Southern Railway Monthly Gazette.
12. Dealing award for staff at GM's and SDGM's level.

B) Senior Clerk:

Portfolios

I - Typing of Work study reports:

- Opening letters
- Commencement letters
- Data letters
- SAVE statements
- Draft work study report
- Co-ordinating officer letter for remarks/one page report
- Reminder letters
- Final work study report
- Top sheets
- D.O letter
- Closing letter
- Presently working in e-office

II - Office correspondence:

- Leave/absent statements
- Gazette publications
- Change of name
- Issue of DCP/RCP
- Impreset correspondence letters
- Budget & Revised estimates
- Letters regarding stationery items
- Letters regarding PCs/Xerox machine

- Other general correspondence
- Innovations & suggestions correspondence
- CUG- correspondence
- Training – Advanced work study course, refresher course etc.
- MoU - Memorandum of Understanding
- Key performance indicators
- RTI correspondence
- Railway Design Centre and Monitoring Committee (RDCMC) & Mission Implementation & Co-operation Committee.

III - Award of Efficiency Shields:

- a) Collection of SAG / JAG list for selecting the Committee Member by SDGM/AGM
 - b) Committee nomination letter
 - c) Nomination letters to the committee members with all annexures to be prepared
 - d) Major Minor Offices – revision to be collected
 - e) Revision of Major & Minor Offices in the format
 - f) All informations to be informed to the C.Members
 - g) Letters for Returning of Efficiency shields
 - h) Calling for Recommendations from the PHODs from all departments
 - i) Letter for Recommendation to the Committee Members (Major & Minor Shield committee)
 - j) For shield polishing engraving work letters to CWM/S&T/PTJ & PER
 - k) Correspondence to be done with the all departments and PHODs for collection of Recommendations
 - l) Reminder letters
 - m) Letter to GM for Winner / Runner
 - n) Intimation of Winners to all department PHODs
 - o) Other correspondence regarding shields
-
- ✓ Award of Green Shield – the same procedure to be followed by Award of Efficiency shields.
 - ✓ The Best Maintained Train - the same procedure to be followed by Award of Efficiency shields.
 - ✓ Planning Shield - the same procedure to be followed by Award of Efficiency shields.

C) Chief Typist:

Portfolios

1. Making / compiling / Typing Work study Reports from Opening, Commencement till closure and also any other Typing work connected with Establishment matters.
2. Making arrangement for Work study Meeting with PHODs/HODs.
3. Arranging reply for Audit Inspection.
4. Co-ordinating with Divisions / Units / HQrs. offices regarding any proposal for creation of posts.
5. Maintaining and Updating the Joint Memoranda received from the Divisions/Units.
6. Making all Work study related entries in the Data Base.
7. Preparing and Sending Quarterly Progress Report of Planning Branch performance to Railway Board at the end of every Quarter.
8. Sending Performance Report of Planning Branch to GM/G for incorporating in the GM's Annual Report
9. Co-ordinating with the Inspectors for compiling and finalising the, Work Load Indices, Half yearly Arrear Report, Best Innovations and Suggestions & Salient Features.

D) Stenographer:

The duties and responsibilities are explained in Chapter – III in Para No.3.8.

2.5 First floor:

The following PB sections are functioning in the first floor as appended below:

- Mechanical Cadre:
- Electrical Cadre
- Operating Cadre
- Commercial Cadre
- Engineering cadre
- Signal & Telecommunication Cadre
- Medical Cadre

(The details and manpower requirement are explained in brief at Chapter-III in Para No.3.5.4)

- Computer Cell
- General Stores
- Special Reservation & OBC
- File Circulation Centre -FCC & Record Room
- Rules
- Confidential & Recruitment and Training.
- Gazetted Section

2.5.1 Computer Cell:

A) The staff deployment of Computer Cell is tabulated as below.

Sl.No	Category	Actual
1	Ch.OS	0
2	OS	3
3	SR.Clerk	1
4	Jr.Clerk	0
Total		4

B) List of PCs and Printers available in PB/HQrs:

Sl. No.	Section	No. of Systems (Including Zebronics)	Zebronics System	No. of Printers	Remarks
1	Officers	16	0	16	LP
2	Officers Secretariat	10	0	4	NP
3	Computer Centre	7	0	4	2 Line Printer, 1 NP, 1 LP
4	Admin	5	1	1	NP
5	DAR	2	0	1	LP
6	Welfare	6	0	2	LP
7	Typist	1	0	0	
8	Court	6	1	1	NP
9	Co-ordination	3	0	1	LP
10	Settlement	4	2	1	NP
11	Operating	5	2	1	NP
12	R&T	4	1	1	LP
13	Commercial	5	2	1	NP
14	Catering	1	0	0	
15	Mechanical	4	2	1	NP

16

16	Electrical	3	0		
17	Engineering	6	2	1	NP
18	Medical	11	3	1	NP
19	S&T	2	1	1	NP
20	Reservation	2	0	1	LP
21	Stores	2	0	1	LP
22	Labour	3	2	1	NP
23	Rules	3	1	1	LP
24	FCC	2	0	0	
25	Gaz. Bill	3	0	1	NP
26	Gaz. Cadre	11	5	1	NP
27	Gaz. Court	2	0	1	LP
28	Non-Gaz. Confidential	3	0	1	LP
29	Gaz. Confidential	3	0	1	LP
30	Pass	4	1	3	2 NP, 1 LP
31	Staff Facilitation Centre	2	1	1	LP
	Total	141	27	51	

* NP - Network Printer, LP- Local Printer

C) Chronological development in Digitilisation:

- PRIME – Implementation from March/April 2000 and maintenance of the same till October 2008 at HQrs Computer centre duly giving support to TPJ, TVC and Mys Divn. (now in SWR)and PTJ Workshop,
- PRIME from Oct 2008 to March 2016 by EDPM/MAS
- COMPTRAN from Feb-2014
- AIMS/IPAS implementation from March 2016 by porting data available in PRIME to IPAS and subsequently creating / managing users duly assigning rights to them as and when required in IPAS etc., and continuing till date.
- Computerisation of PASS from March-2006.
- ARPAN from June 2017
- NIVARAN from Sep 2016
- SFC – EGRS Dec 2017
- Online Pass from April 2018
- HRMS Module from Aug 2019

17

- E office from 2019-2020
- E-Pass from Sep 2020
- Access of PRIME Old data which were available in ORACLE /Forms Client server technology was ported to Web Based during April-2018
- Access of PASS Old data which were available in ORACLE /Forms Client server technology was ported to Web Based during July-2018
- Maintaining of HQPB Website @Railnet and sr.indianrail
- In addition to above, proposals are pending for procurement of PC's/Printer on account of implementation of HRMS / e –office.

2.5.2 General Stores-Section:

A) The staff deployment of Store Section is tabulated as below.

Sl.No	Category	Actual
1	Ch.OS	1
2	OS	2
3	Sr.Clerk	0
4	Jr.Clerk	0
Total		3

B) The list of works is carried out in GM/G/Stores:

- ✓ Procurement/Repairs/Condemnation of Non- Stock items like Computers, Printers, Xerox machines, scanner, UPS, Antivirus, electrical warming stove,
- ✓ Purchase of Consumable items like rubber stamps, Xerox papers, toner cartridges, keyboard, mouse, power bank , Dungaree cloth, sanitizers , stationery items etc
- ✓ Purchase/Repairs of furniture items like steel Almirah, modular side storage, revolving chairs, visitors chair, Plastic chairs etc
- ✓ Procurement through imprest of GM/G/MAS.
- ✓ Procurement of Momento for retiring officers etc., Bouquets and garlands.
- ✓ Procurement through catering imprest.
- ✓ Procurement through imprest of Liason Inspector/NDLS

- ✓ Procurement of laptop, briefcase.

C) Procedure:

- a) To get Budgetary Quotation.
- b) To put up papers for Administrative approval of DGM/G.
- c) To get Technical clearance from EDPM.
- d) To get Finance concurrence from Accounts.
- e) To get sanction as per SOP.
- f) To place indent with checklist to DMM/Stores/MAS.
- g) Chasing purchase order.
- h) Receiving materials and handing over to concerned officer/section.
- i) To make entry in DBR book.
- j) To make an entry in T&P register.
- k) To make an entry in bill register.
- l) To send executive bill through I-Pass.
- m) To hand over the original bills with covering letter to Accounts.

D) Other Works:

- Maintenance of Aquarium
- Issue of CL card, Attendance register , dungry cloth
- Issue of ID card
- Process for dress allowances
- Initiate celebration for Independence Day and republic day.
- Hiring of Xerox machines and process for monthly payment for same.
PS to GM, PS to AGM
- Passing of bills through I-Pass
- Return of Challans
- Stock Verification
- Accounts inspection/Audit
- Budget Review
- Reimbursement of cost of Digital Certificate.
- To give authorization letters to take articles from the office premises,
to issue Gate Pass.
- To enter stock items and Non-stock items received from GSD/PER and
Sr.DMM/MAS in DBR register

- To enter daily requisites purchased through imprest for the use of officers/staff/Meeting room etc in DBI Register

2.5.3 Special Reservation & OBC

A) The staff deployment of Special Reservation & OBC.

Sl.No	Category	Actual
1	Ch.OS	2
2	OS	2
Total		4
3	CS&WI	1
4	S&WI	1

B) The staff portfolios in Special Reservation Cell is under the control of SPO/RP

1) Ch.OS/RP

Overall in-charge of the section and dealing with verification of false community certificates of SC/ST employees.

a) There are 196 cases of ST employees referred to State Level Scrutiny Committee for verification of false Community certificates and pending-follow-up action to be taken.

b) 10 cases of SC are referred to District Level Vigilance Committee and Pending follow-up action to be taken.

- Policy matters on Reservation of SC/ST employees in Recruitment and Promotion.
- Coordinating with S&WIs to deal with Court cases in relation to policy matters as well as community verification cases of SC/ST employees.
- Organizing of Dr.B.R.Ambedkar Birth day celebrations and related work i.e arrangements to be made for garlanding function and also conducting concluding function by inviting Chief Guest etc.,
- Coordinating with dealers in collecting the details from Divisions/Units with regard to intake of SC/ST/OBC and also representation of SC/ST/OBC/PWDs etc, for furnishing detailed statement to Board.

- Receipt of Tapals and distribution to the respective dealer and also follow up action to be taken for reply.
- Monitoring of NCSC/NCST and Board's SCT reference and disposal of the same.
- Organizing Informal Meeting of AISCSTRE Assn. with General Manager.

2) **OS/RP**

Railway Board References

- Redressal of Grievances of SC/ST employee's received from Railway Board's SCT Cell (approximately 150 per year)
- Furnishing annual/half yearly and quarterly statements about the Intake of SC/ST/OBC/PWD/EWS employees to Railway Board.
- Furnishing of details of Representation of SC/ST in Southern Railway to Railway Board.
- All other references/statements required by Rly.Board.
- Redressal of Grievances of SC/ST employees on service matters.
- Conducting of Liaison Officer's Meeting

3) **OS/RP**

National Commission for SCs:

Redressal of Grievances of SC employees received through National Commission for Scheduled Caste – About 100 references have been dealt in a year.

National Commission for STs:

Redressal of Grievances of ST employees received through National Commission for Scheduled Tribes. – About 10 cases have been dealt in a year.

National Human Rights Commission:

Dealing with the cases received from National Human Rights Commission.

Visit of Committees:

- Making arrangements for Visit of National Commission for SCs-Meeting with GM.

- Making arrangements for Visit of National Commission for STs- Meeting with GM.
- Making arrangements for Visit of Parliamentary Committees - Meeting with GM.

Matters related to All India SC/ST Railway Employees Association:

- ✓ Notifying the list of Office Bearers of Divisions, Extra-Divisions, workshops etc.
- ✓ Providing facilities as per the Board's instructions i.e. accommodation to the Assn., providing phone facilities etc.
- ✓ Issuing of Card passes to the eligible office bearers.
- ✓ Conducting election.
- ✓ Conducting of Informal Meeting with GM to redress the grievances of SC/ST employees

4) CS&WI/RP and S&WI/RP

Certification of Post Based Rosters

- Certification of Post Based Rosters in relation to Recruitment/Promotion of SC/STs/OBC/EWS etc., of Headquarters office.
- Inspection of Post Based Rosters maintained by the division, Extra-division and Workshops for Recruitment and Promotion.
- Conducting of Training classes on Reservation policy matters.
- Clarifications sought by the divisions etc., on reservation matters.
- Court cases with regard to reservation policy and false community verification cases
- Conducting seminars on Reservation policy matter.
- Coordinating with Parliamentary Committee/MPs/VIPs visit and also assisting in conducting meeting with Hon'ble Chairman for National Commission for SC and ST during their visit.

C) OBC Details:

1) Chief OS / OBC Section:

The following are the portfolios dealt by Ch.OS/OBC section :-
Overall in charge of the section

1. Correspondence regarding informal meeting with association
2. Circulating the list of 83 branch office bearers and zonal office bearers and 6 division + 2 other divisions & COR Office bearers of association.
3. Correspondence regarding AIOBCREA matters received under RTIA 2005
4. Board's letters in connection with AIOBCREA & Federation. Policy matters
5. Branch office Bearers & Divisional Office bearer correspondence
6. Regarding parliamentary committee on welfare of AIOBCs
7. List of elected office bearers of Central Executive Committee of AIOBCREA Federation
8. Changes in the list of Office Bearers of the Zonal Office bearers and the list of Central office representation of AIOBCREA / South zone
9. Federation letters in connection with OBC Association
10. Circulating the Board's letters
11. Court case with AIOBCREA / South zone in connection with association
12. Issue of Duty Card Pass to Divisional Secretary / Divisional President with all Divisions & General Secretary / Zonal President.
13. Dealing with AIOBCREA / S.Zone accommodation for Zonal / Divisional / Branch Offices
14. PREM / Honorarium with AIOBC Association / South zone
15. 5 points question with National Commission for OBC
16. Questions with National Commission for OBC
17. OBC statement
18. Maintaining the office bearer registers & Pass register with Association

19. Receiving Tapal Register
20. Correspondence with facility of AIOBC
21. MP/MR References
22. Constitution / Bye-Laws with AIOBC & AIOBCRE Federation Association
23. Change of CSBF Committee and Quarters Committee (HQ) members of AIOBCREA
24. National Commission Meeting with AIOBCREA / South Zone
25. Complaints received from Association & Correspondence regarding Office Bearers of AIOBCREA/S.Zone
26. Representation forwarded by the National Commission
27. Correspondence with Zonal Office of Association
28. Board's letters in connection with OBC Association facilities
29. Correspondence regarding representations received from Association

2.5.4 FCC & Record Room:

The details and manpower requirement are explained in brief at Chapter-III in Para No. 3.5.6.

2.5.5 Rules Section:

A) The staff deployment of Rules Section is tabulated as below.

Sl.No	Category	Actual
1	Ch.OS	1
2	OS	1
3	Sr.Clerk	1
4	Jr.Clerk	0
Total		3

B) The following details are furnished in respect to Rules section:

- Total files 320 (approx.)
- Master Circular-67
- PB Circular Books from the year 1986 to 2005.

There is no separate file maintained by each staff being a policy section.

- Files maintained by Sr.Clerk
- Uploading of PBCs and typing of Noting and RTI reply done by one OS
- Overall supervision and for all the issues note prepared connecting earlier Board's orders and references – Ch.OS

PB Circular Register – 1
 File Movement and Tapal Register – 1

No. of receipt and dispatch details:

For the past two years	- 2019	-2020
Total Tapals Received & Dispatched	567	753

2.5.6 Confidential & RT Section:

A) The staff deployment of Confidential & RT is tabulated as below.

Sl.No	Category	Actual
1	Ch.OS	2
2	OS	2
3	Sr.Clerk	0
4	Jr.Clerk	0
Total		4

B) The following works has done by Staff of Confidential Section and Recruitment Section data for the years 2018-19 & 2019-2020.

Table-1: Compassionate Ground Appointment:

Sl.No	Nature of Work	2018-19	2019-20
1	Total No.of CGA cases Received	92	93
2	Total No.of CGA cases approved by the Competent Authority	77	82
3	Total No.of CGA cases regretted by the Competent Authority	13	7

25

4	Under process	2	4
---	---------------	---	---

Table – 2: Statement of MP/MR /SFC references/Representation etc,

Nature of Work	No.of cases received and disposed during the period from 01.04.2018 to 31.03.19	No.of cases received And disposed during the period from 01.04.2019 to 31.03.20
SFC	21	35
Representation received from Employee, Spouse/Wards	70	85
MP reference	4	3
Board reference	44	34
President reference	4	3
PMO reference	4	4
RTIA cases disposed	3	3

Table -3: Appointment in Technical categories

Nature of Work	No. of candidates alerted	No. of candidates attended	No. of candidates passed
From 01.04.2018 to 31.03.2019	36	29	7
From 01.04.2019 to 31.03.2020	67	64	8

C) Awards at various level:

1) Railway Board level 2018-19

No. of recommendations Received	No. of recommendations sent to Board	No. of selected for Board Award
32	13	6

2) GM level 2018-19

No.of recommendations Received	No. of recommendations Granted
214 + 18 Group Award	151 + 14 Group Award

3) Railway Board level 2019-20

Recommendations Received	Recommendations sent to Board	No. of selected for Board Award
48	16	Not yet finalised due to COVID-19

4) GM level 2019-20

No. of recommendations received	No. of recommendations Granted
---------------------------------	--------------------------------

232 + 12 Group Award	Not yet finalised due to COVID-19
----------------------	-----------------------------------

For all the above awards Vigilance clearance must be obtained for the Nominations received.

D) Scouts & Guides Quota

a) For the year 2018-19

Approval of General Manager obtained for filling up of 2 Group 'C' posts and 12 erstwhile Group 'D' posts and the same was sent to RRC for Advertisement calling for applications. Since the entire process should be completed before the end of the financial year the same could not be finalized.

b) For the year 2019-20

With General Manager's approval selection was initiated for filling up of 2 Group 'C' posts and 12 erstwhile Group 'D' posts along with 3 posts (1 Group 'C' & 2 Group 'D') of ICF was sent to RRC for Advertisement. The Written examination was completed on 20.03.2020 and the process for completion of the recruitment is continuing. Extension of time has been requested from Railway Board due to COVID-19.

E) SPORTS Quota

a) For the year 2018-19

Recruitment under Sports Quota for 21 posts (Open Advertisement) was processed with GM's approval. Formation of Recruitment Committee, Scrutiny Committee and Trial Committee was done. 9 sportspersons were selected and panel published. Orders issued for the appointment of the 9 sportspersons under Open Advertisement Quota.

Against Talent Scouting Scheme 6 sportspersons were selected in various disciplines and orders issued for their appointment..

b) For the year 2019-20

Recruitment under Sports Quota for 21 posts (Open Advertisement) was processed with GM's approval. Formation of Recruitment Committee, Scrutiny Committee and Trial Committee was done. 20 sports persons were selected and panel published. Orders issued for

the appointment of the 20 sports persons under Open Advertisement Quota.

Against Talent Scouting Scheme 9 sports persons were selected in various disciplines and orders issued for their appointment

F) Additional Incentive increments

4 - Sports persons were granted Additional incentive increments for 2018-19.

14 - Sports persons were granted Additional incentive increments for 2019-20.

G) LARSGESS

For disposal of representations received the same sent to Divisions. Statements sent to Railway Board regarding the present status and No. of cases pending in the Division for disposal under LARSGESS in view of the policy put on hold.

H) Budget Allocation

Budget Allocation for various expenses under PCPO's head viz. Spot Award, GM's Award, PCPO's Award and other miscellaneous Sports and cultural activities.

Issue of Memorandum for Spot Awards 2018-19 : 17
2019-20 : 11

I) Bungalow Peons

Amendment to existing policy issued department wise Sanction, Actual & Vacancy of Bungalow Peons obtained from Cadre Section and put up in file for GM's perusal.

J) RTIA cases disposed

LARSGESS	:	2
Bungalow Peon	:	2
Sports	:	2
Loyal Quota	:	2

File put up for Agreed List for 2018-19 & 2019-20, Receipt of Confidential

tapal from Divisions/Workshops and Vigilance and distributed to concerned Officers /Sections. Representations disposed under Physically challenged Quota / Engagement of Substitutes.

Board references regarding Sports, LARSGESS have been replied.

K) Recruitment (RT) Section:

The work has carried out for the last two years.

1. Selection to the following LDCE.

Sl. No	Post	Staff Applied	Staff Attended	Staff Qualified	Staff Empanelled
1	OS	65	37	1	4
2	Sr.Clerk	25	23	11	11
3	Jr.Clerk 33 .33 %	90	86	39	35
4	Jr.Clerk 16 .66 %	47	1	22	15

2. As per Board's directive Indent for posts in Level-1 category (a total of 9212) posts have been assessed and placed on Recruitment Indenting Management System-.RIMS

3. RRC papers to the tune of 2871 papers have been received from RRC/MAS and distributed to Divisions for appointment.

4. Recruitment papers of various Technical categories have been received from RRB/MAS and RRB/TVC (Total 4628) and handed over to Cadre Controlling Officers for further processing.

5. 95 papers for engagement of Executive Assistants have been received from RRC/MAS and handed over to Divisions/Units.

6. 2393 Ex.SM papers for engagement of Ex.SM in Level 1 categories on contract basis received from RRC/MAS and distributed to Divisions.

7. 42 representations for appointment in Railways forwarded by Board/MP/VIPs have been received and disposed during last 2 years.

8. Ineffective papers in Level 1 category – total 62 papers have been returning to RRC/MAS.

9. Ineffective papers in Group 'C' categories are returned to RRB/MAS.

10. Intake of Minorities in Southern Railway (statement) are forwarded to Board every year.

2.5.7 **Gazetted Section:**

A) The staff deployment in Gazetted section:

Sl.No	Category	Actual
1	Ch. OS	3
2	OS	11
3	Sr. Clerk	0
4	Jr. Clerk	0
Total		14

B) This section dealt with Gazetted officer welfare measures. The details of gazetted officer particulars in department wise as on 01.09.2020

Sl.No	Department	Sanction	Actual	Vacancy	Excess
1	Admn	100	81	19	0
2	ACCTS	95	78	17	0
3	Civil	220	206	14	0
4	Mechanical	93	84	9	0
5	CMT	7	6	1	0
6	TTC	101	77	24	0
7	S & T	87	79	8	0
8	Electrical	109	80	29	0
9	Medical	229	236	0	7
10	Personnel	52	45	7	0
11	Stores	49	49	0	0
12	RPF	30	29	1	0
Total		1172	1050	129	7

C) In addition,

- ✓ Composite Transfer Grant –CTG /Transportation of personal effects/conveyance for officers on transfers/retirement;

- ✓ Arrears of pay and allowances due to re-fixation of pay and other claims, etc.,
- ✓ Processing of PF/NPS withdrawal for Officers of entire S. Rly including RPF and Accounts.
- ✓ Revision of rent and allied charges for officers residing in Railway Quarters;
- ✓ Pay & Allowances are drawn for Officers/Probationers on transfer from other Railways/Divisions.
- ✓ Working sheets are being prepared for the officers who retain the quarters after retirement.
- ✓ IT processing for the officers serving/on transfer.
- ✓ Drawn of Pay order for officers nominated for training and other miscellaneous bills.
- ✓ As per the directive of High Court working sheets prepared for payment of arrears to the tune of Rs.1 crore (approx.) for 75 DNB doctors.

2.6 **Second floor:**

The following PB sections are functioning in the second floor as appended below:

- Administration & Statistical Section
- DAR Section
- Welfare Section
- Court Section
- Co-ordination Section
- Settlement section

The above section details are appended and critically analysed in Chapter –III in Para No.3.6.1 to 3.6.6 of this report.

॥॥॥.

CHAPTER - III

3.0 CRITICAL ANALYSIS

3.1 The prime task of the work study is to right size the man power in the general interest of productivity of the Indian Railways. Right sizing of Man power is a continuous and comprehensive measure referring with the current work load and the present processes methods. Also RITES recommended the concept of zero based budgeting in man power planning on regular basis to justify the presence of every employee.

3.2 There are lot of tools available to measure the Man power requirement, normally the activities are split up into small groups and analyzed into micro level to arrive the required Man power. In Indian Railways, the work study is conducted on the unit basis level, hence Macro level study is only possible and it is being carried out with the help of

- i. Bench Mark/Yardstick
- ii. Need basis

3.3 General Functions of Personnel Department

- ✓ Man Power Planning.
- ✓ Recruitment.
- ✓ Training and Development.
- ✓ Placement.
- ✓ Transfer.
- ✓ Performance Appraisal
- ✓ Promotions and Demotions.
- ✓ Guidance on Disciplinary matters.
- ✓ Wage and Salary administrations.
- ✓ Settling Industrial Disputes.
- ✓ Grievance Redressal.
- ✓ Incentives and Financial aids.
- ✓ Settlement and Pension.

- ✓ Arranging Post retirement benefits and Grievance Redressal of Pensioners.
- ✓ Setting up and maintenance of Welfare Activities.

From the above points, the most important work load of Personnel department carried out is more or less same in some sections and only in some other sections is totally different from the day to day activities. Hence, the yardsticks are applied only in those sections/units applicable, and the concept of need base is applied to the rest of the section.

3.4 **Manpower requirement of PB/HQ at Ground Floor:**

Pass section, staff facilitation centre and planning branch work study cell are functioning in the ground floor. The requirement of manpower has arrived as below.

3.4.1 **Pass Section:**

A) The staff deployment at Pass Section is tabulated as below.

Sl.No	Category	Actual
1	Ch. OS	2
2	OS	2
3	Sr. Clerk	0
4	Jr. Clerk	2
Total		6

B) Staff performing the list of activities:

Sl.No	Designation	Activities
1	1) Ch.OS	Over all incharge of HQrs pass section and correspondent
	2) Ch.OS	Joined on 02.09.2020
2	1) OS	Issue of PTOs & Duty passes for all departments. Issues of passes to sportspersons and pass on union account. Hand written passes.
	2) OS	Policy matters, monthly statement to Railway Board, fresh/renewal of DCPs of GRP, complimentary passes to Gallantry awardees, freedom fighters and issue of reciprocal passes

		to the official proceedings to foreign countries.
3	1) Jr. Clerk	Issue of passes Gazetted, Non gazetted, post retirement passes/serving, for all department and on line registration work (Retirement and serving).
4	2) Jr. Clerk	Filing with papers, counter filing, maintain the stock register, DCP register, scholar pass card register, RCP register.

C) Details of various types of passes in Pass section:

Sl.No	Description	No of Emp/Passes
1	Serving employee passes	2761
2	Widow complimentary passes	1439
3	Post retirement complimentary passes	4569
4	On duty passes (2019-20)	2130
5	Freedom fighter card issued	827
6	DCPs for GRP (MAS, TPJ & TVC)	1053
7	DCPs for serving employee	205
8	RCP issued serving employees	960
9	Vacation pass for school/college	25
	Total	13969
	Average Per Month	1164
	Average Per day (for 24 Days)	49

➤ Files correspondence - 35

D) Manpower requirement at Pass section:

In the view of the above the average number passes are issued per day as 49. Further the latest trend of digitalization, the activity of hand written passes is reduced to a larger extent. Moreover the issue of passes/PTOs is in the advanced stage of on line processing through HRMS of Serving employees. Therefore, the 50 of the work load has been reduced in future. Hence, the requirement of staff also has reduced the 50% of the

sanctioned strength on pass account. However the work study team has allowed 4 staff including over all incharge and LR on need base.

3.4.2 **Staff Facilitation Centre:**

This centre is functioning in the ground floor for facilitations of serving and retired employees regarding personnel department welfare matters and also doubt cleared from the latest application of HRMS. The PB/HQ has deputed 2 staff to SFC. Hence the work study team has allowed continuing the same as such on need base.

3.4.3 **Planning Branch (Work Study Cell):**

The PCPO administration office has deputed 4 ministerial staff (each one OS, Chief typist, Sr.Clerk & Steno Gr-I) to Planning branch work study cell.

The following are the main functions in Planning branch-Efficiency Cell.

- ✓ To conduct work studies/crash studies and identify the surplus posts in various departments.
- ✓ Southern Railway Monthly Gazette publication
- ✓ An Annual e-Publication titled 'SALIENT FEATURES' is uploaded in the Southern Railway Rail Net Home Page every year
- ✓ Other Co-ordinating works: The Planning Branch is compiling the details of Work load indices of various Divisions and submits to Railway Board every year.
- ✓ The Planning Branch is coordinating with all Departments to adjudge the best performing Division/Units for conferring Efficiency Shields during Railway Week Celebrations.
- ✓ The Efficiency Shields are made ready for the distribution by GM during Railway Week celebrations in the month of April with respect to the various winners all the departments each y

In the view of the above work load the 3 ministerial staff of OS, Sr.Clerk & StenographerGr-I has allowed to planning branch work study cell on

deputation account of PB/HQ on need base. Further all work study inspectors and planning inspectors are having computer knowledge with typing of work study report. Hence, the chief typist post may be deputed to needy place and operated as SNP. The duties of the ministerial staff are appended in the chapter –II in Para No. 2.4.3.1.

3.5 **Manpower requirement of PB/HQ at First Floor:**

The cadre sections like Mech, Elect, optg, comml, Engg etc and other sections such as computer cell, Rules, FCC, and Confidential & RT etc are functioning in the first floor of the PB/HQ. The requirement of manpower has arrived as below.

In cadre sections are dealt with the staff matter like Bills, SRs, policy matters, selection, promotion, transfer etc are dealt in various departments. The requirement of manpower has arrived based on the Railway board yardstick of Personnel Department vide letter No. E(MPP)2015/1/14 dated on 12.10.2017 and the same is tabulated below.

Sl. No	Description	Yardstick
1	Pay Bill Sections	One Bill Clerk for 300 Employees
2	Service Record	One Clerk for 500 SRs
3	Cadre sections, where Policy/transfer/selection/Indent etc	One Clerk for minimum/Deptt. Thereafter Two Clerks for 1200 Employees
4	Note: <ul style="list-style-type: none">✓ Each Bill Clerk is to be provided with a PC with Internet connectivity separately.✓ Specialized training is to be imparted to bill Clerks to raise their productivity✓ Each Cadre dealer is to be provided with a PC and printer with Internet connectivity.✓ A separate section can be created for processing transfer cases of employees of all departments and its updation in COMPTRAN.	

3.5.1 **Revised Railway Board Yardstick:**

Further the revised Railway Board order No. 11-2019/SPMPS/Yardstick/2, dated 30.06.2020, it has been decided that the yardstick/norms of various O & M activities across all departments on the railway stand reduced by 15% on as is where basis as an interim measure with effect from 01.07.2020. Hence, the work study team has further revised the yardstick by 15 %. **Therefore, the application of above yardstick as**

- **One bill clerk for 345 bills (300+300x15/100)**
- **One clerk for 575 SRs and**
- **One clerk minimum/Dept., Thereafter 2 clerks for 1380 cadres strength** in Cadre sections where policy/transfers/selections/Indent work etc. are carried out.

The revised Railway board yardstick applicable for manpower requirement is based on the computers, printers and network connections. Hence the details of the system with accessories available in various sections are tabulated.

3.5.2 **Provision of Section wise distribution of Computers, Printers with Network:**

Sl.No	Section	No of Systems	Cadre	Others	No of Printers	Remarks
1	Mechanical	2	1	1	1	NP
2	Electrical	3	2	1		
3	Operating	3	1	2	1	NP
4	Commercial	3	1	2	1	NP
5	Catering	1	0	1	0	-
6	Engineering	4	3	1	1	NP
7	S & T	1	1	0	1	NP
8	Medical	8	7	1	1	NP
9	Gazette	11	6	5	3	2 NP/LP
10	Admn & statistic	4	2	2	1	NP
11	DAR	2	0	2	1	LP
12	Welfare	6	5	1	2	LP
13	Settlement	2	0	2	1	LP

37

14	Co-ordination	3	0	3	1	LP
15	Court Cell	5	0	5	1	NP
16	Stores	2	0	2	1	LP
17	Spl Reservation & OBC	2	0	2	1	LP
18	FCC & Record Room	2	0	2	0	-
19	IR Cell	1	0	1	1	NP
20	Rules	2	0	2	1	LP
21	Gaz Confidential	3	0	3	1	LP
22	Non Confidential	3	0	3	1	LP
23	Pass	3	0	3	3	2 NP& LP
24	SFC	1	0	1	1	LP
25	Typist	1	0	1	0	-
26	R & T	3	0	3	1	LP
Total		81	29	52	27	

For the available staff of 166 as on Aug-2020, the computers and printers were provided only 81 and 27 respectively. The necessary computers with net connections and printers may be provided to the staff by procurement through the concerned section controlling officers.

An attempt has been made to arrive at the manpower requirement of Non-Gazatted staff working in PB/HQrs based on the existing workload, deployment of workforce for various activities in various sections/units and applying yardstick, usage of digitalization and also applying the concept of need base for a level/range of different works involved on day to day basis.

Hence, the work study team has adopted the latest Railway board yardstick and application of Need base where ever necessary.

3.5.3 **Staff Matters/Cadres as on 01.09.2020:**

The staff matter/cadres like Bills, SRs, policy matters, selection, promotion, transfer etc are dealt in various departments. The present deployment of staff handling the bills, SRs, Cadres and system particulars are tabulated below.

Dept	Staff deployment		Nature of Work			System details	
	Category	Actual	Bills	SRs	Cadres	Computer	Printer
Mech	Ch.OS	1	166	166	547	2	1
	OS	3					
	Sr.Clerk	2					
Elect	Ch.OS	2	75	75	729	3	
	OS	2					
Optg	Ch.OS	3	146	146	599	3	1
	OS	3					
Comm & Catg	Ch.OS	3	326	326	728	4	1
	OS	3					
Engg	Ch.OS	1	269	236	1297	4	
	OS	4					
	Jr.Clerk	1					
S & T	Ch.OS	1	55	55	637	1	2
	OS	1					
	Sr.Clerk	1					
Med	Ch.OS	1	840	840	1550	8	
	OS	7					
	Sr.Clerk	2					
	Jr.Clerk	1					
Admn & Statistics	Ch.OS	1	423	423	897	4	1
	OS	6					
	Jr.Clerk	1					
Total		50	2300	2267	6984	29	6

It is seen from the above details, it is concluded that the work load for various sections analysed and arrived the requirement of man power

based on the latest revised Railway Board's Yardstick as tabulated below:

3.5.4 **Man power Requirement of cadre sections Vs Railway Board's Yardsticks:**

Dept	Bills		SRs		Cadres		
	No of Bill	345 Emp/ Clerk	No of SRs	575 Emp/ Clerk	No of Emp	1380 Emp/ Clerk	Staff Req for Cadre
Mech	166	713/345 = 2.06 Say 2	166	713/575 = 1.25 Say 2	547	547/1380= 0.4	1
Elect	75		75		729	0.53	1
Optg	146		146		599	0.43	1
Comml & Catg	326		326		728	0.53	1
Engg	269	1164/345 = 3.37 Say 4	236	1131/575 = 1.96 Say 2	1297	0.93	1
S & T	55		55		637	0.46	1
Med	840		840		1550	1.12	2
Admn & Statistic	423	423/345 = 1.22 Say 2	423	423/575 = 0.74 Say 1	897	0.65	1 + 1*
Total	2300	8	2267	5	6984		10
LR at 12.5 %		1	LR at 12.5 %	1	LR at 12.5 %		2
Reqd Staff for Bills		9	Reqd Staff for SRs	6	Reqd Staff for Cadres		12

(*) One staff is allowed for Statistical cadre.

As per revised Railway Board's yardstick each staff can deal 345 Bills 575 SRs and 1380 Cadres respectively. **The controlling officer may distribute the bills, SRs and Cadres accordingly to the 9 staff, 6 staff and 12 respectively.**

Hence, the requirement of manpower for Bills, SRs and Cadres are arrived based on the Railway Board's revised yardstick by the work study team given as below.

For all categories of Bills - 9 staff

For all categories of SRs - 6 staff

40

For Cadres and Statistical cadre - 12 staff

Over all incharge for each Section - 8 staff

Total staff requirement of staff is 35 staff.

3.5.5 Other Sections at PB/HQ:

The work study team has considered sections like Computer cell, General Stores, Special Reservation & OBC cell, Rules, Confidential & RT and Gazetted section are treated as other sections and performing the day to day activities with available parameters for each section. Further, the work involved on new/latest Railway board order/circulars is also dealt by these sections apart from the regular work. Their activities have been detailed briefly in Para No.2.5.1 to 2.5.3 & 2.5.5 to 2.5.7 of Chapter-II.

Therefore, the work study team has considered and allowed to continue the present actual staff strength/extra staff including LR on need base and the remaining vacant posts are recommended for surrender from the respective sections. The staffs sanction Vs requirement is appended below:

Sl.No	Section	Sanction	Actual	Req.	Surplus	Para Ref
1	Computer Cell	5	4	5	0	2.5.1
2	General Stores	5	3	4	1	2.5.2
3	Special Reservation & OBC	5	4	5	0	2.5.3
4	Rules	5	3	4	1	2.5.5
5	Confidential & RT	9	4	6	3	2.5.6
6	Gazetted Section	18	14	15	3	2.5.7
Total		47	32	39	8	

3.5.6 FCC & Record Room:

A) The staff deployment at FCC & Record Room.

Sl.No	Category	Actual
1	Ch. OS	2
2	OS	3

41

3	Sr. Clerk	0
4	Jr. Clerk	0
Total		5
5	Supdt Typist	1

B) Activities in FCC & Record Room:

Sl.No	Design.	Portfolios	From 01/01/2020
1	Ch.OS	Overall incharge of general administration HQ/PB & Genl. Asst., House-keeping of PB in addition looking after FCC Section. Overall supervision of record office at Triplicane and co-ordinate all meetings i.e. PNM, POM, special meetings and Liaison Officers meeting etc.	Marking and dispatched all the letters, i.e. RPAD, RTIA, Rly. Bd., Court and ordinary letters - 12361 through e-office
2	Ch.OS	Receipt of all kinds of letters from the sections of HQ/PB and dispatch of the letters to the concerned authorities of all Divisions through CDO and also Rly. Board letters, RPAD.	CDO outgoing Tapals - 12576 RPAD to CDO - 2309 Lrs. to DRM/P/MAS - 2757 Rly. Bd. Lrs. - 1451 Local Tapal send to PCE, Gl.Nr., PCOM, PCCM, PCSTE, CPLO, CPRO, PG Cell, CME, CEE & CSO - 6134
3	OS	Asst. of Ch.OS/Gl. and monitoring the movement of files to various departments. Marking the tapals received from various sources to the concerned section. Incharge of Triplicane Record room	GM/ AGM / PHODs / HODs files - 2797 Rly.Bd. Letters - 1169 RTIA Lrs. - 405
4	OS	Receipt of Registered letters, couriers. Letter regarding court cases and handover the same to the concerned officers. All the letters entered in the Main register.	Letters - 9831 Court letters - 956
5	OS	Receipt of tapals from Railway Board, All Divisions, outsiders etc. and entered in the 24 section registers of HQ/PB and handed over to concerned Officers / Sections properly.	Total Letters - 9831 Court letters - 956
6	Supdt./	All the letters should be scanned and	

	Type	<p>filed in e-office to the concerned Officers & Sections.</p> <p><u>IR Sec.:</u> Letters & PNM related work</p> <p><u>OBC:</u> Publishing & Office Bearers list</p> <p><u>Rules:</u> Letters, PB Circulars & Noting</p> <p><u>Gaz./Gaz. Bill:</u> Letters & Statements</p>	<p>Letters send through e-office from 25/07/19 to 05/12/2019 by Sarangan ID – 2824</p> <p>From 05/12/2019 to 10/09/20 by my ID – 2174</p>
--	------	---	---

In the view of the work load at FCC & Record Room for receipt and dispatch of letters, tapals, circulars etc. In the event of the latest trend of digitalization, through e-office/Railnet the handing over of letters to various departments/sections and also in the area of circulation/notification is reduced to a larger extent.

Further, one Supdt Typist is available in this section, dealing with scanning/filing, e-office to concerned officers & sections, with regard to IR , OBC Cell, Rules & Gaz/bill.

However, the actual strength of 5 including LR (Excluding Supdt Typist) can be allowed to continue on need base.

3.6 Manpower requirement of PB/HQ at Second Floor:

The sections like Admn & Statistic, DAR, Welfare, Court, Co-ordination, and Settlement are functioning in the second floor of the PB/HQ. The requirement of manpower has arrived as below.

3.6.1 Administration and Statistics:

The detailed and manpower requirement has arrived based on the Railway Board yardstick in the above para No. 3.5.4.

3.6.2 DAR Section:

A) The staff deployment of DAR section is tabulated below.

Sl.No	Category	Actual
-------	----------	--------

43

1	Ch.OS	0
2	OS	3
3	Sr. Clerk	1
4	Jr.Clerk	0
Total		4
5	Chief Typist	1

B) The following Activities are carried out by DAR Section

- 1) Vetting of charge sheets
- 2) Giving guidance and clarification to Officers and Supervisory Officials of the entire Zonal Railway
- 3) Examining the Appeals & Revisionary Petitions submitted by the employees and collecting the required details & documents from the Divisions/Workshops in respect of the cases
- 4) Forwarding the Appeals and Revision Petitions and the connected documents to Appellate Authority/Revisionary Authority for orders.
- 5) Examining the speaking orders of Appellate Authority/Revisionary Authority and preparing the orders.
- 6) Disposal of Appeal, Revision Petition/Review Petition
- 7) Communicating the speaking orders/disposal of Appellate Authority and Revisionary Authority.
- 8) Maintenance of case files/details and furnishing remarks to Court cases arising out of DAR cases.
- 7) Replying RTI queries with regard to DAR matters
- 8) Transactions of moveable and immoveable properties intimation under Railway Services (Conduct) Rules, 1966.
- 9) Compilation and preparation of monthly statements in regard to DAR cases arising out of Vigilance and Non-Vigilance.

C) No of Appeal/Revision cases received/disposed from 01.04.2018 to 31.03.2020:

Department	01.04.2018 to 31.03.2019		01.04.2019 to 31.03.2020	
	No.of cases	No.of cases	No.of cases	No.of cases

44

	received	disposed	received	disposed
Commercial	47	35	26	8
Engineering	6	9	5	1
Stores	4	4	0	0
Operating	57	54	60	32
Personnel	12	11	16	11
S&T	7	7	0	0
Mechanical	21	20	11	10
Electrical	14	11	0	0
Medical	7	5	0	0
Conduct Rules	62	62	47	47
Total	237	218	165	109
Average/Month	19.75	18.17	13.75	9.08
Average/24 Days	0.82	0.76	0.57	0.38
No of cases dealt/day	2.53 say 3			

In the view of the above the average number of cases dealt/day is 3. Further the activities for each case is mentioned in the para No. 3.6.2 in B & C. The study team has allowed continuing the present actual strength of 4 including over all incharge and LR (Excluding one Supdt. Typist) as need base.

3.6.3 Welfare Sections:

A) The staff deployment of Welfare section is tabulated as below.

Sl.No	Category	Actual
1	Ch.OS	1
2	OS	5
3	Sr. Clerk	1

45

4	Jr.Clerk	1
Total		8
5	Jr. Scout	1
6	CSWI	1

B) Details of staff dealing with Cadre, Bills, SR/Leave chart etc:

At present one OS/Welfare is looking after

- i) Teachers' cadre
- ii) Canteen cadre
- iii) Canteen 34 SRs/ 34 Leave charts & leave posting in IPAS (Canteen Bill is dealt by Comml).

C) Activities in Welfare Section:

Sl.No	Designation	Portfolio
1	ChOS/Welfare	Checking of files put up by 9 dealers (3 in Settlement & 6 in Welfare), manual and e-office, Co-ordination and arrangement of functions, catering arrangements, overall supervision. Acceptance of e-SR and Employees Master data. Checking of settlement benefits, HBA, Quarters etc.
2	CSWI/Welfare	Arrangement for all functions: Independence Day, Republic Day, International Yoga Day, SwachtaPakhwada, International Women's Day, Organising camps and tours separately for ladies and gents. Co-ordinating Inter Railway competition screening (Music, Dance, Drama) Last two years, Women's tour to Srilanka (CSBF) and KuluManali (HBSF) Men's tour to KuluManali and Dubai and Andaman(cancelled due to COVID) Supervision of canteen, Stock checking and related activities b) Registration of UMID and printing of Medical cards (2,404 employees and 2,691 Pensioners) c) Organised Job Mela (3 phases) and Passport Mela (1,453 employees)
3	1)OS/Welfare	a)Teachers' cadre of Southern Railway Promotions to the posts of Tr.Gr.II and Tr.Gr.I, for all the subjects, Surrender of posts, Book of Sanction, Yearly School events, Annual meeting of Principals/HMs with PCPO, Closure of schools and correspondence with regard to Teachers and schools, approval for hiring contract teachers, Court cases wrt closure of schools and grievances of Teachers, etc, Railway week award to Best School, Best Teacher and Best students. b) Canteen cadre (Managers) of Southern Railway, NGO Canteen/HQ cadre, Promotions, Correspondences,

		Maintenance of 34 SRs and Leave Accounts, Posting of leave in IPAS, HRMS E-SR and Employee Master, Verification of attendance, Verification of accounts of purchases for Canteen c) Furnishing RTI replies and statements of reservation with respect to Teachers and Canteen Cadre
4	2) OS/Welfare	Dealing with 494 Railway Qtrs (registration, allotment, occupation, vacation, release of Qtrs) Conduct of Housing Committee meeting every month. Statements to Railway Board and Vigilance, Retention of Qtrs, List of approved works in Works programme, Co-operative societies, Quasi-administrative employees, and other works as allotted by ChOS/Welfare.
5	3) OS/Welfare	Dealing with welfare measures, correspondence, Meeting Agenda under CSBF, Dealing with HQSBF correspondence and related Meeting agenda, Women empowerment activities – Seminars, Camps, Training programmes & Gender sensitization camps. Organised Self –Defence workshop for ladies of HQ, Seminar on Financial Management, Computer Training course for female wards, Correspondence related to Railway Week Celebrations Board level for various competitions, Co-ordinated for Job Mela with regard to correspondence, 20,000 applications and conduct of Job Mela in 3 phases, Co-ordinated for Passport mela, Co-ordinated for Women's day celebration competitions.
6	4) OS/Welfare	Dealing with claiming of awards in favour of staff of HQ, (200 award memorandums for all Depts of HQ. Monthly Honorarium for rendering Secretarial assistance to PREM, SRMU, RPF and in OBC Cell, Payment of CUG bills for 53 officers (Gaz and NG) and payment of BSNL bills for 22 officers and feeding in IPAS. General assistance, and carrying out all other works allotted by ChOS/W
7	5) OS/Welfare Retiring on 28.02.2021	Registration of Tapal, Searching of records in Optimiser, and in Triplicane Record room, general assistance for conducting functions and events
8	Sr.Clerk/Welfare	Payment of monthly honorarium for 4 doctors of AYUSH, payments for speech therapists, AIDS counsellors, Lab Technician, Blood donors , barber, Sexual harassment reports, all imprest for Homeopathy dispensaries, Organizing cultural activities, Inter Railway cultural competitions, all other works allotted by ChOS/Welfare.
9	Jr.Clerk/Welfare	Verification and registration of applications received for financial assistance from CSBF: Professional courses, Technical courses : 471 Non-Professional, Non-Technical courses: 34 Diploma courses : 34 Sickness above Rs. 50,000 : 92 Occupational skills for PH & mentally retarded employees and wards :121

		HQ SBF: Registration of applications for a) Spectacles : 214; b) Awards for X & XII Meritorious students: 22 c) Sickness benefits below 50,000 : 8 d) Education : 10 e) Loss of pay employees without leave : 4 General assistance to the section during working days and special functions.
10	Jr. Scout	Working in Scout section

From the above table shown that the activities mentioned in Welfare section for each case is mentioned in the para No. 3.6.3 of B & C. The study team has allowed continuing the present actual strength of 8 including over all incharge and one staff for LR (excluding 1 CSWI & 1 Jr. Scout) as need base.

3.6.4 Court Section

A) The staff deployment at Court Section is tabulated as below.

Sl.No	Category	Actual
1	OS	1
Total		1
2	Ch S&WI	4

B) Activities in Court Section:

To attend CAT/Madras daily and put up the daily proceedings and correspondence pertaining to CAT/MAS (Viz. Order copies, OA copies, Interim orders). Preparation of Monthly statement is pertaining to CAT/MAS.

To liaison with Advocates of MAS, ERS & SBC and Law Branch Circulation of sharing of judgements.

To assist the Advocates/Sr. Counsels to contest the cases

To monitor CAT/ERS, HC/ERS, HC/MAS and Supreme Court pending Cases. Collection of monthly statements, PCDO & preparation of statements viz., Pending implementation, Pending Contempt Cases of all Divisions and Extra Divisions and correspondence pertaining to CAT/ERS, HC/ERS, HC/MAS and Supreme Court.

To maintain all registers, files (viz.,CAT/MAS, CAT/ERS – Admission, Allowed, disposed of and dismissed. High Court/MAS & ERS, Supreme Court.Library Books) and Misc., Correspondence. To ensure that all

48

tapals/letters are dispatched in time.

C) Cases handed before CAT/MAS:-

S.No	Year	No. of OA came of admission	No. of cases allotted to various Railway Advocates	No. of cases disposed & order copies forwarded to various Dns
1	2018-19	506	398	482
2	2019-20	485	360	376

D) Referral cases various Divisions/ Workshops for compliance/to challenge the each judgement:-

Sl. No	Year	No, of cases received	No. of cases replied
1	2018-2019	148	132
2	2019-2020	161	136

No of cases Reply statement filed : 42

No. of appeal filed : 5

The work study team has analyzed the working details in Para No. 3.6.4 of B, C & D for each case mentioned in Court Section. The study team has allowed continuing the present sanctioned strength of **1** (Excluding 4 Ch.S&WI) as need base.

3.6.5 Co-ordination Section:

A) The staff deployment at Co-ordination section is tabulated as below.

Sl.No	Category	Actual
1	Ch.OS	1
2	OS	3
3	Jr.Clerk	1
Total		5
4	Ch S&WI	1

B) Activities at Co-ordination section:

49

The workload of the section varies from day-to-day based on the information sought from different authorities viz. Railway Board, GM, PCPO and others like SDGM. As such, only abstract information could be furnished.

I) No of Files Maintained:

Description of work	Approximate number of files per year
Man power Planning	25
MP/MR, ca(iii), Audit, PQ, Statements	40
RTIA	1000
Miscellaneous	15
Total	1080

II) No of Registers Maintained:

Description of work	Approximate number of Registers per year
Man power Planning	2
MP/MR, ca(iii), Audit, PQ, Statements	6
RTIA	4
Miscellaneous	1
Total	13

C) Receipt & Despatch details:

Year	Receipt	Despatch
2018	1201	1971
2019	1411	2053
Total	2611	4024

D) Staff deputed for other welfare activities:

One Ch.S&WI was deputed for Station / Unit inspections every month and for Inquiry in CGA and Family pension cases occasionally, when nominated and exchange of SR/LCs conducted by Railway Board at SC, HHJP and JP.

The work study team has analyzed the working details in Para No. 3.6.5 of B.C D for each case mentioned in Co-ordination Section. The study team has allowed continuing the present actual strength of 5 including over all incharge and LR (Excluding one Ch S &WI) as need base.

3.6.6 Settlement

A) The staff deployment of Settlement section is tabulated as below.

Sl.No	Category	Actual
1	Ch.OS	0
2	OS	1
3	Sr.Clerk	0
4	Jr.Clerk	1
Total		2

B) Activities in Settlement Section:

S.No	Designation	Portfolio
1.	S&WI	Family Pension cases – inquiry, preparing report and noting Preparing remarks for court cases Social Security Scheme – maintenance of SSS account Monitoring of all Divisions/Units regard to Policies such as NPS, EGLC, WCA. Accident free award, Pension revision, etc. Monitoring and disposal of CPGRAMS, miscellaneous representations Disposal of grievances in ARPAN portal Organizing meeting related to settlement Over all co-ordination of settlement section
2	OS	Settlement of Normal Retirement and Other than Normal Retirement cases of HQ i) Preparing necessary working sheets ii) Sending of pension papers to accounts along with necessary working sheet iii) Sending Bio-data of retiring/deceased employee along with family details to pension section iv) Making PF entry in IPAS v) After issuance of PPO, preparing bills and sending it to Accounts for payment. vi) Difference of DCRG and CELS vii) NPS Family Pension viii) Collecting SRs and LCs from Cadre section/Accounts
3	Jr. Clerk	Settlement of Normal Retirement and Other than Normal Retirement cases of HQ i) Collecting SRs and LCs from Cadre section/Accounts ii) Pass ID iii) RELHS card

		iv) Service certificate
		v) Pension benefit details
		vi) Issue of Duplicate RELHS card, Pass card
		vii) Disposal of grievances in CPGRAMS

The activities mentioned in Settlement section for each case is mentioned in the para No. 3.6.6 of B. The study team has considered the normal, other than normal retirement and family pension cases increases day by day. Therefore, the work study team has enhanced two more staff along with continuing the present Actual strength of 2 as need base. Hence, the total staff requirement is 4 including LR (Excluding S&WI) for settlement section.

3.7 Staff deputed to Other offices:

The PCPO administrative office has been deputed to other offices on account of PB/HQ account. The details are tabulated as below.

Sl.No	Category of post	No. of posts	Location of Section/Units
1	Ch.OS	4	1 –CN/MS, 2 – GB/HQ, 1-RCT/MAS
2	OS	36	14-CN/MS&ERS, 7-GB/HQ, 5-PB/Cell/PER, 1-RE/MS, 1-CSTE/Proj/MAS, 1-Vigilance/MS, 1-Planning/HQ, 1- Sports/HQ, 1-Hindi, 1-RRC/MAS, 1-RRB/MAS, 1-NAIR/BRC, 1-MAS division.
3	Senior Clerk	2	1-Vigilance & 1-Planning
4	Junior Clerk	3	2-General Branch & 1-RPM
Total – A		45	
5	Steno Gr.I	1	1-RCT/MAS
6	Chief Typist	1	1-Planning
Total – B		2	
Total (A + B)		47	

3.8 PS –II & Stenos:

A) The staff strength details are tabulated as below.

Category	Sanction	Actual	Vacancy	Excess
PS-II	2	2	0	0

52

Steno Gr.I	7	13	0	6
Steno Gr.III	5	0	5	0

B) Common Duties and Responsibilities of PS/Stenographers:

- Maintaining the Confidential/Secret/Vigilance/SPE/D&AR records.
- Assisting concerned officer in conducting Vigilance/D&AR enquiries.
- Maintaining and updating the Annual Performance Appraisal Reports of all the Group C staff working in Zonal offices and Divisional / Branch offices.
- Accompanying the officer during their regular /periodical/surprise/safety Inspection viz. Footplate Inspection, Service Improve Group Inspections, Track Recordings, OMS Readings, Surprise Checks, Night Inspections, Safety Inspections, Rake Checks and preparing its Inspection Notes and ensuring the compliance.
- Accompanying the officers during the Breakdowns/Accidents and attending Accident Inquiries and preparation of Reports.
- Assisting the Officer in preparation of briefing notes, preparation of tender committee proceedings of various works / contracts of that department / branch.
- Attending the Arbitration Meetings and Recording the Minutes.
- Attending meetings and preparation of minutes conducted with firms / agencies conducted by the concerned departments and within the departments.
- Attending various meetings / conferences and preparation of its minute viz. Video / Tele conferences, ZRUCC/DRUCC, Trade Unions PNM / PREM, Punctuality Meetings, Co-ordination Meetings, Works Review / Progress Meetings, Expenditure Control Meetings, Scrap Review Meetings, Public Grievances Meetings, etc.
- Any other work entrusted by the officer in day-to-day working.

C) Staff deployment to offices:

Sl.No	Category	Location
1	PS-II	1) CPO/IR

53

		2) Dy.CPO/R & W
2	Steno – Gr-I	1) PCPO 2) Secy to PCPO & SPO/Rules 3) Dy.CPO/Gaz 4) Dy.CPO/IR & Trg. 5) Dy.CPO/T, m & E 6) SPO/Gaz 7) SPO/RP 8) APO/IR & Trg 9) APO/T, M & E 10) APO/Welfare 11) APO/Genl&HQ 12) APO/Stores 13) RRC

From the above table, two posts of PS-II are operated for CPO/IR and Dy CPO/R & W and the same can be continued as such.

In stenographer category, the actual staff available is 13 against the sanctioned strength of 7 in Stenographer Gr-I, the excess 6 posts in which 5 posts are adjusted and allowed to work in the vacancy of Stenographer Gr-III. The excess one staff of stenographer may be posted to the needy place.

3.9 TYPISTS

A) The staff strength details are tabulated as below.

Category	Sanction	Actual	Vacancy	Excess
Supdt. Typist	3	3	0	0
Chief Typist	3	2	1	0

B) Staff deployment:

Sl.No	Category	Location
1	Supdt. Typist	PCPO/O/MAS - 3
2	Chief Typist	PCPO/O/MAS - 1 Planning - 1

In the event of the latest trend of digitalization, e-office/Railnet through computer system to various departments/sections and also most of the employees are acquainted with the computer and the work of typist is reduced to a larger extent.

The actual of 5 typists now being working in computer is as Data entry operators and they are being utilized for e-office and other typing works, HRMS work, e-SR etc., Hence the actual can be allowed to continue on need basis.

The requirement of Supdt & Chief typists in PCPO/O/MAS is arrived as 5. The remaining 1 vacant post of Chief typist is found surplus, the same may be surrendered and credited to the vacancy bank.

3.10 Ch.S&WI and S&WI:

A) The staff strength details are tabulated as below.

Category	Sanction	Actual	Vacancy	Excess
Ch.S&WI	20	20	0	0
S&WI	11	3	8	0

B) Staff deployment:

Sl.No	Category	Location
1	20 - Ch.S&WI	2- Sports
2		2- Gaz Section
3		IR, Rules & Trg Cell
4		PB Cell/PER
5		SFC & Nivaran
6		Computer System
7		RRC & Engg, S & T , Mech
8		PCPO
9		4-Court Cell
10		2- Spl. Reservation
11		Co-ordination
12		Welfare & Settlement
13		RP Section & Admn
14	3 - S&WI	PB Cell/Store/PER
15		Welfare
16		Comml. Optg, Mech Elect & DAR

C) Duties fo Chief/Staff & Welfare Inspectors:

Chief/Staff & Welfare Inspectors are being attached with the sections for the Court case, Compassionate Grounds appointment, Welfare activities, Settlement related work, Periodical Inspections over divisional open line units like P.Way, IOW., C&W depots, S&T offices etc., PNM

55

meeting, covering of gate meetings, AILRSA & AISMA collecting information in regard to ECA statements, HOER, Job Analysis / reclassification of posts, PREM meeting, Certification of Rosters, Accompanying Officers on Inspection and reply to Railway Board , CA iii, MOSR/MP references etc.,

In view of the above, the work study team has allowed the existing sanctioned strength of Chief/Staff & Welfare Inspectors.

3.11 To Sum up, the section wise (Ch.OS, OS, Sr.Clerk & Jr. Clerk) Sanction, Requirement and Surplus:

Section	Sanction	Actual	Req	Surplus	Para Ref
Pass section		6	4		3.4.1
Staff Facilitation Centre		2	2		3.4.2
Mechanical cadre	205	6	35	52	3.5.4
Electrical cadre		4			
Operating cadre		6			
Commercial & Catering cadre		6			
Engineering cadre		6			
S & T cadre		3			
Medical cadre		11			
Admn & statistic cadre		8			
Computer cell		4	5		2.5.1
General Stores		3	4		2.5.2
Spl Reservation & OBC		4	5		2.5.3
Rules		3	4		2.5.5
Confidential & RT		4	6		2.5.6
Gazetted Section		14	15		2.5.7
FCC & Record Room		5	5		3.5.6
DAR		4	4		3.6.2
Welfare		8	9		3.6.3

56

Court Cell		1	1		3.6.4
Co-ordination		5	5		3.6.5
Settlement		2	4		3.6.6
Staff deputed other sections (Para No 3.23)		45	45		3.7
Total	205	160	153	52	

From the above table the actual staff strength as on Oct-2020 is 160, however at the time of collection of data during August-2020 is 166. The variation may be due to staff transferred, Retired/VR etc.

Hence, the surplus posts is 52 in ministerial cadre (Jr.Clerk to Ch.OS) the same may be surrendered and credited to the vacancy bank.

3.12 The category wise Sanction, Requirement and Surplus as on Aug-20 is furnished below.

Sl.No	Category	Sanc	Act	Req	Surplus	Para Ref
1	Ch.OS	38	35	35	3	3.11
2	OS	113	105	92	21	
3	Sr.Clerk	32	5	5	27	
4	Jr.Clerk	22	21	21	1	
Total - A		205	166	153	52	
5	PS-II	2	2	2	0	3.8
6	Stenographer Gr. I	7	13	7	0	
7	Stenographer Gr.III	5	0	5	0	
8	Supdt. Typist	3	3	3	0	3.9
9	Chief Typist	3	2	2	1	
10	Ch.S&WI	20	20	20	0	3.10
11	S&WI	11	3	11*	0	
Total - B		51	43	50	1	
Total (A + B)		256	209	203	53	

57

(*) 8 vacant posts of S&WI have been filled through departmental selection.

3.13 Recommendation:

The following posts in various categories are found excess to the requirement and recommended for surrender:

- 3 vacant posts of Ch.OS in GP Rs. 4600/-
- 21 (8 Vacant posts and 13 anticipated vacancy posts/treated as SNP) posts of OS in GP Rs. 4200/-
- 27 vacant posts of Sr. Clerck in GP Rs. 2800/-
- One vacant post of Jr. Clerck in GP Rs. 2000/- and
- One vacant post of Chief Typist in GP Rs. 4200/-

The above mentioned 53 posts and the same may be surrendered and credited to the Vacancy Bank. **(Total - 53 posts)**

dkdk.

CHAPTER-IV

4.0 PLANNING BRANCH'S REMARKS ON CO-ORDINATING OFFICER'S VIEWS/COMMENTS:

The draft work study report sent through e-office on 07.12.2020 to the Co-ordinating Officer to offer his views / remarks. Further, a reminder letter was also sent through e-office on 16.02.2021.

The Co-ordinating Officer's views are received through letter No. P(GS)135/XII/Surrender of post 2020 dated 12.03.2021.

The remarks of Planning branch on the Co-ordinating officer views are given below.

4.1 Co-ordinating officer Views:

A work study was conducted to review the Ministerial Staff strength (Excl IR & Training section and General Assistant) pertaining to Personnel Branch /HQrs. the Planning branch has recommended for surrender of 53 posts viz., 3 posts of Chief Office Superintendent in Pay Matrix level – 7, 21 posts of Office Superintendent in Pay Matrix level - 6, 27 posts of Senior Clerk cum Typist in Pay Matrix level – 5, 1 post of Junior clerk cum Typist in Pay Matrix level – 2 and 1 post of Chief Typist in Pay Matrix level – 6.

In this regard, it is stated that, the Personnel Branch/HQrs have placed indents with RRB for 20 papers and the Recruitment section has been advised to fill up 13 vacancies.

4.2 Planning branch Remarks:

Agreed to.

4.3 Co-ordinating officer Views:

It is pertinent to mention, that the implementation of HRMS, e-office etc has increased the quantum of work in the Personnel branch and requires qualified staff to tide over the additional responsibilities.

4.4 Planning branch Remarks:

HRMS, e-office, UMID etc are the technology for up-gradation through digitalization and it leads to system improvement in the Establishment

matters of Personnel branch with lot of changes in the methodology and initial hick ups due to introduction of several modules and ultimately to reduce manpower. Once it is implemented and become user friendly for staff as well as employees the hurdles will be wiped out.

Already 2 staff have provided by work study team on account of Staff Facilitation Centre. Moreover, PB/HQrs, there are 23 actual staff of Welfare Inspectors who are competent enough to carry out any new work assigned and which are connected with digitilisation/web based applications. The administration may identify the staff those who are having very good knowledge in computer applications may be utilized to train other staff.

4.5 Co-ordinating officer Views:

Further, this office has already surrendered 22 posts vide memorandum dated 21.08.2020 and 28.12.2020 and surrender of posts in higher grade will affect the promotional prospects of the staff.

4.6 Planning branch Remarks:

The following posts were surrendered vide memorandum dated 21.08.2020 :

Jr. Clerk	-	5
Chief Typist	-	1
General Assistant	-	15
Total	-	21

Out of 21 posts were surrendered, 20 posts (5 Jr. Clerk & 15 General Assistants) had been accounted on Work Study No. G.275/WSSR – 202021/2020-21 and the same has been closed on 25.01.2021. The remaining one post of Chief Typist can be accounted in this study.

Further, it is seen from the surrender memorandum dated 28.12.2020, one more Chief Typist post surrendered, but in the Vacancy statement as on August 2020 there is only one Chief Typist post is vacant. However, the

work study team is taking in to consideration of One post of OS instead of Chief Typist for surrender.

Therefore, the work study is released with the revised recommendation of 40 posts for as surplus instead of 53 duly considering the RRB papers. The posts identified for surrender viz., OS – 11, Chief Typist – 1, Sr. Clerk – 27 and Jr. Clerk – 1. Further, it is also considered and reduced the two Chief Typists posts from the revised recommendation of 40 and remaining 38 posts (OS-10, Sr. Clerk-27 & Jr.Clerk-1) may be surrender by the PB/HQ.

4.7 Co-ordinating officer Views:

In view of the above, further surrender of posts in Personnel branch would not be possible at present. Hence, the work study may be closed accordingly.

4.8 Planning branch Remarks:

In view of the above, the Planning Branch has revised the recommendation as follows

4.9 The Revised Sanction Vs Requirement:

Sl.No	Category	Sanc	Act	Req	Surplus	Para Ref
1	Ch.OS	38	35	38	0	4.2
2	OS	113	105	102	11	
3	Sr,Clerk	32	5	5	27	
4	Jr.Clerk	22	21	21	1	
Total - A		205	166	153	39	
5	PS-II	2	2	2	0	-
6	Stenographer Gr. I	7	13	7	0	
7	Stenographer Gr.III	5	0	5	0	
8	Supdt. Typist	3	3	3	0	4.6
9	Chief Typist	3	2	2	1	
10	Ch.S&WI	20	20	20	0	-

61

11	S&WI	11	3	11	0	
Total -B		51	43	50	1	
Total (A + B)		256	209	203	40	
Surrender memorandum dated on 21.08.20 & 28.12.20					2	4.6
Balance posts to be surrender					38	

4.10 **Revised Recommendation:**

The following posts in various categories are found excess to the requirement and recommended for surrender:

- 11 (8 Vacant posts and 3 anticipated vacancy posts/treated as SNP) posts of OS in GP Rs. 4200/-
- 27 vacant posts of Sr. Clerck in GP Rs. 2800/-
- One vacant post of Jr. Clerck in GP Rs. 2000/- and
- One vacant post of Chief Typist in GP Rs. 4200/-

The above mentioned 40 posts and the same may be surrendered and credited to the Vacancy Bank. **(Total - 40 posts)**

Hence, the above mentioned posts are to be surrendered at the earliest please.



CHAPTER – V

5.0 FINANCIAL SAVINGS

5.1 If the recommendations in the report are implemented, the annual financial savings will be as follows:-

Sl. No.	Category	Grade Pay	No. of posts	Total Pay (Rs.)	Annual Financial Savings (Rs)
1	OS	4200	11	86463	11413116
2	Chief Typist	4200	1	86463	1037556
3	Sr. Clerk	2800	27	71078	23029272
4	Jr. Clerk	2000	1	53118	637416
TOTAL			40		Rs.3,61,17,360/-

१७१७.

Annexure-I

SOUTHERN RAILWAY

Headquarters Office,
Personnel Branch,
Chennai-600 003.

P(GS)443/XII/Workstudy/2020 Dt. 10.08.2020

Dy.CPLO/HQ/MAS

Sub: Work Study to review the Ministerial Staff Strength at Personnel Branch Headquarters by the Planning Branch for the year 20-21 – HQ/MAS

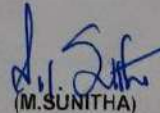
Ref: Your letter No:G.275/WSSR-202021/2020-21 Dtd:-03.08.2020

With reference to your letter cited the following details are furnished below.

1. As on date the Sanction, Actual, Vacancy position of Personnel Branch, HQ is as under:

Sl. No	Category	SAN	ACT	VAC	Remarks
1.	Ch.OS	38	35	3	1-CN/MS, 2-GB, 1-RCT/MAS
2.	OS	113	105	8	1- RE/MS, 14-CN/MS & ERS, 1-CSTE/Proj/MAS @ MSC, 7- General Branch, 5-PB/Cell/ PER, 1- Vigilance, 1-Planning, 1-Sports, 1-Hindi, 1-RRC/MAS, 1-RRB/MAS, 1- NAIR/BRC, 1- Chennai Dn.
3.	Senior Clerk	32	5	27	1-Vigilance, 1-Planning
4.	Junior Clerk	27	21	6	2-General Branch, 1-RPM
5.	PS Gr. II	2	2	0	
6.	Steno Gr.I	7	13	+6	1-RCT/MAS
7.	Steno Gr.III	5	0	5	
8.	Supdt. Type	3	3	0	
9.	Chief Typist	3	2	1	1-Planning
10.	Ch. S&WI	20	20	0	
11.	S & WI	11	3	8	Panel published orders under issue
12.	General Assistant	52	26	26	1-CWM/CW/PER, 2-Planning

II. Regarding Distribution of Staffs working in other office/Units is enclosed


(M.SUNITHA)
Asst. Personnel Officer/GL&HQ.
for Principal Chief Personnel Officer

Note: Sl.No 12 in page No.62 a work study has already been conducted and released and closed vide work study No. G275/WSSR-202021/2021.

Annexure-II

GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
RAILWAY BOARD

Dated: 12/10/2017

No. E(MPP)2015/141

The Chief Personnel Officers,
All Indian Railways, including Production Units.

Sub: Review of Yardsticks for Personnel Department.

Ref : Railway Board letter No. ERB-I/2015/23/25 dtd. 14/05/2015

In reference to above, after review, following Yardsticks are proposed to be adopted for Personnel Department :

S NO.	Activity	Yardstick	
1.	Pay Bill Section(s)	One Bill Clerk for 300 employees.	345
2.	Service record	One Clerk for 500 SRs.	575
3.	Cadre sections, where policy/transfers/selections/indent work etc. is carried out	One clerk minimum/Deptt. Thereafter, two Clerks for 1200 employees.	1380
4.	Note: a). Each Bill Clerk is to be provided with a PC with "Internet" connectivity separately. b). Specialized training is to be imparted to Bill Clerks to raise their productivity. c). Each cadre dealer is to be provided with a PC and printer with "Internet" connectivity. d). A separate section can be created for processing transfer cases of employees of all departments and its updation in COMPTRAN.		

Your comments, if any, may be advised to the undersigned within 15 days positively for proper appreciation at this end, by fax at 011-23388198 and Email id d:mpp@rb.railnet.gov.in also.

(Mahendra Kumar Gupta)
Director (MPP)
Railway Board

Pl give views from Division & w/chops & let's discuss on 10/11/17 FN

31/11

Annexure-III

Please issue
11/7/2020

SN-2

GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
RAILWAY BOARD

No.11-2019/SPMPS/Yardstick/2 New Delhi, dated 30.06.2020

General Managers,
All Indian Railways/ PUs

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

Ref: Resolution of full Board Meeting dated

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

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

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

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

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


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

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

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

Civil Engg. Works
S&T
Security
Stores
etc

Annexure-IV


SOUTHERN RAILWAY

No P(GS)135/XII/Surrender of post 2020

Headquarters Office,
Personnel Branch,
Chennai – 600 003.

Dated : 12.03.2021

Dy.CPLO/HQrs

Sub : Work study to review the Ministerial staff strength at Personnel Branch/HQrs.(Excl IR & Training Section and General Assistants) in HQrs/MAS - Reg.

Ref : Your letter No.G.275/WSSR-852021/2020-21 dated 07.12.2020 & 16.02.2021.

A Work Study was conducted to review the Ministerial Staff strength (Excluding IR & Training Section and General Assistant) pertaining to Personnel Branch/HQrs. The planning Branch has recommended for surrender of 53 posts viz. 3 posts of Chief Office Superintendent in Pay Matrix Level – 7, 21 posts of Office Superintendent in Pay Matrix Level – 6, 27 posts of Senior Clerk-cum-Typist in Pay Matrix Level – 5, 1 post of Junior Clerk-cum-Typist in Pay Matrix Level – 2 and 1 post of Chief Typist in Pay Matrix Level – 6.


In this regard, it is stated that, the Personnel Branch/HQrs have placed indents with RRB for 20 papers and the Recruitment Section has been advised to fill up 13 vacancies.

It is pertinent to mention, that the implementation of HRMS, e-office etc has increased the quantum of work in the Personnel Branch and requires qualified staff to tide over the additional responsibilities.

Further, this office has already surrendered 22 posts vide memorandum dated 21.08.2020 and 28.12.2020 and surrender of posts in higher grade will affect the promotional prospects of the staff.

In view of the above, further surrender of posts in Personnel Branch would not be possible at present. Hence, the work study may be closed accordingly.

This has the approval of Competent Authority.


(Siddarth S.K.Raj)
Dy. Chief Personnel Officer/IR & Trg
for Principal Chief Personnel Officer