

आभार ACKNOWLEDGEMENT

The Central Planning Organization takes this opportunity to express hearty thanks to officers and staff of Carriage Workshop/Lallaguda for their valuable guidance and co-operation in extending their support by giving necessary information/statistical data.

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विधि METHODOLOGY

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

1. Collection of the details of work Load.
2. Interaction with the Officers and Staff.
3. Observation of the pattern of working.
4. Assessment of manpower requirement for the existing work Load by applying yardstick and practical observation of it.

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रूपरेखा SYNOPSIS

- **विषय/SUBJECT:** Review of Staff Strength of Peons/ Office Assistants of Carriage Workshop/Lallaguda/ Secunderabad.
- **प्राधिकार/AUTHORITY:** Annual Programme of Work studies for year 2021-22.
- **अध्ययन सं/ STUDY No:** G.276/2/WSSCR- 02/2021-22
- **गतिविधिकाक्षेत्र/AREA OF ACTIVITY:** Carriage Workshop/Lallaguda/ Secunderabad.
- As per the annual programme of Work Studies 2021-22, the Central Planning cell of South Central Railway has taken up Work-study on the "Review of Staff Strength of Peons/ Office Assistants of Carriage Workshop/Lallaguda/ Secunderabad ".
- In order to have first hand information the Work-study team visited all the sections of Carriage Workshop/Lallaguda.
- Work Study team assessed the requirement of Peons/Office Assistants on the following basis
 - 1) As per Railway Board Ltr No. E(NG)67P02/175 dated 04.12.1967, following are the yardsticks for Peons category in Indian Railways (Excluding Bungalow Peon):
 - I. GMs, HODs, Divisional supdts – One Jamadar /Naik and one peon.
 - II. Officers - One peon each
 - III. Sections - The basic yardstick should be one peon for every 20 clerks.
 - 2) RB Lr.No.E(MPP)2018/1/1, dated 02.07.2020 – RBE No.48/2020 to surrender of 50% of total non-safety vacancies.

• **List of Officers of Carriage Workshop/Lallaguda:**

S No	Designation	Occupied/ vacant
SAG		
1.	CWM	Occupied
JAG		
1.	Dy.CME	Occupied
2.	Sr.DEN	Occupied
3.	Dy.CEE	Occupied
4.	Dy.CMM	Occupied
SS		
1.	Works Manager	Occupied
2.	Production Engineer	Vacant
3.	DEE	Vacant
4.	WPO	Occupied
5.	WAO	Occupied
6.	WAO	Occupied
JS		
1.	ACMT	Occupied

2.	AWM-I	Occupied
3.	AWM-II	Occupied
4.	AWM-III	Occupied
5.	AEME/LOFP	Occupied
6.	AWM/RBK/YG	Occupied
7.	AEE	Occupied

- **Summary of officers of Carriage Workshop/Lallaguda after restructuring of the cadre is as follows:**

Grade	No.of posts after restructuring Over Workshop
SAG	1
JAG	4
Sr. Scale	6
Jr. Scale	7
TOTAL	18

- **Ministerial Staff of Carriage Workshop/Lallaguda :**

Mechanical Department		
S No	Section	On roll Staff
1.	Personnel	51
2.	Non-Personnel	39
	Sub total	90
	Electrical Department	
1.	Non-Personnel	10
	Sub total	10
	Summary	
1.	Mechanical	90
2.	Electrical	10
3.	Accounts	62
	Total	162

- **Requirement of Peons/Office Assistants:**

I. For Officers:

S No	Grade	No.Of officers	Requirement of peons
1.	SAG	1	1+1=2
2..	JAG	4	4
3.	Sr. Scale	6	6
4.	Asst. scale	7	7
	Total	18	19
Total requirement of peons for officers			19

II. For Staff:

S No	Section	On roll Staff
1.	Mechanical	90
2.	Electrical	10
3.	Accounts	62

	Total	162
	Yardsticks	The basic yardstick should be one peon for every 20 clerks
1.	Total Staff	162
2.	Requirement of peons as per yardsticks	$162/20 = 8.1$ say 8

- **Summary of requirement of Peons/Office Assistants for Carriage Workshop/Lallaguda :**

S No	Category	Requirement of Peons/Office Assistants
1.	Officers	19
2..	Staff	8
	SubTotal	27
	LR 12.5% $27 \times 12.5\% = 3.37$ SAY 3	3
	Total	30

- **Peons/Office Assistants excess to the requirement:**

S No	San	Act	Vac	Requirement	Excess
1	38	21	17	30	8

- As per RB Lr.No. E (MPP)2018/1/1, dated 02.07.2020 – RBE No.48/2020 to surrender of 50% of total non-safety vacancies.
- In view of the above the following recommendation is made.

सिफारिश Recommendation:

It is recommended to surrender **8 vacant** posts of Peons/Office Assistants from the Carriage Workshop/Lallaguda which are excess to the requirement.

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1.0 प्रस्तावना INTRODUCTION:

1.1 रेलों की भूमिका/RAILWAY'S ROLE: Indian Railways holds the status of being a premier transport service provider to the Nation. It is entrusted with the responsibility of carrying the bulk of freight and passenger traffic across the length and breadth of the country, serving national interests with a social centric objective in spite of the demanding task of remaining financially viable. The organization has been successful in lending impetus to the Nation's economic and industrial progress on the strength of the sustained approach towards technology up-gradation of infrastructure

1.2 संचालनव्यय में वृद्धि INCREASING OPERATING EXPENSES: The operating/working expenses are increasing year after year. It is therefore imperative that to keep the working expenses within financially viable limits, the Railways have no alternative but to reduce the expenses from all the corners. The major portion of expenses being staff expenses all out efforts have to be made to contain it. In order to exercise control over expenditure.

1.3 रूपोर्ट की परिकल्पना / GENESIS OF THE REPORT: Keeping the above objects in mind the Central Planning Organization under the control of SDGM conducted Work study on "Review of Staff Strength of Peons/ Office Assistants of Carriage Workshop/Lallaguda, Secunderabad.

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2.0 वर्तमान संगठनात्मक ढाँचा/ EXISTING SCENARIO:

संगठन/ORGANISATION: For the administrative convenience, the Carriage Workshop is being divided into several wings like Mechanical Department, Electrical Department, Personnel Department, Accounts Department, Stores Department . The post of peon/Office Assistants is an entry level position and the lien is being maintained at Carriage Workshop/Lallaguda. They have to open offices before office timings and lock offices after the office hours or staff leaving the offices. They have to obey the instructions given by the officers and staff.

2.1 SAVE Position of Peons/Office Assistants of Carriage Workshop/Lallaguda as on 01.04.2021:

S No	Unit	San	Act	Vac
1	Peons/Genl. Asst	38	21	17
	Total	38	21	17

2.2 List of Officers of Carriage Workshop/Lallaguda after re-structuring of cadre:

S No	Designation	Occupied/ vacant
SAG		
1	CWM	Occupied
JAG		
2	Dy.CME	Occupied
3	Sr.DEN	Occupied
4	Dy.CEE	Occupied
5	Dy.CMM	Occupied
SS		
6	Works Manager	Occupied
7	Production Engineer	Vacant
8	DEE	Vacant
9	WPO	Occupied
10	WAO	Occupied
11	WAO	Occupied
JS		
12	ACMT	Occupied
13	AWM-I	Occupied
14	AWM-II	Occupied
15	AWM-III	Occupied
16	AEME/LOFP	Occupied
17	AWM/RBK/YG	Occupied
18	AEE	Occupied

2.3 List of officers of Carriage Workshop/Lallaguda after re-structuring of the cadre is as follows:

Grade	No.of posts after restructuring Over Workshop
SAG	1
JAG	4
Sr. Scale	6
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2.4 Ministerial Staff of Carriage Workshop/Lallaguda:

	Mechanical Department	
S No	Section	On roll staff
1.	Personnel	51
2.	Non-Personnel	39
	Sub total	90
	Electrical Department	
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	Total	162

2.5 Duties of Peons/Office Assistant

- Attending the bell of the officers
- Ensuring that sitting arrangements in the officer's room is hygienic and clean before the commencement of office hours.
- Ensuring that visitors lounge / places kept clean and in order before the commencement of office hours.
- Bringing and serving water, beverages and lunch to the officers and also to the visitors if so desired by the officers.
- Carrying files and Dak e.t.c to the officer / official concerned in the office as well as in the officers / Official's residence.
- Going on tour with the officers or otherwise as directed.
- Distribution of Dak in different offices.
- Operating and maintaining photo copier machine.
- Preparing sets as directed.
- Watch and ward duties.
- Opening and closing of rooms.
- Cleaning of rooms.
- Dusting of furniture e.t.c.
- Any other work assigned.

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CHAPTER –3**3.0 आलोचनात्मक विश्लेषण /CRITICAL EXAMINATION:**

- 3.1** The post of peon/Office Assistants is an entry level position and the lien is being maintained at Carriage Workshop/Lallaguda. They have to open offices before office timings and lock offices after the office hours or staff leaving the offices. They have to obey the instructions given by the officers and staff.
- 3.2** As per the annual programme of Work Studies 2021-22, the Central Planning cell of South Central Railway has taken up Work-study on the "Review of Staff Strength of Peons/ Office Assistants of Carriage Workshop/Lallaguda Secunderabad ".
- 3.3** In order to have first hand information the Work-study team visited all the sections of Carriage Workshop/Lallaguda.
- 3.4** Work Study team assessed the requirement of Peons/Office Assistants on the following basis.
- 1) As per Railway Board Ltr No.E(NG)67P02/175 dated 04.12.1967, following are the yardsticks for Peons category in Indian Railways (Excluding Bungalow Peon):
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3.6 Summary of officers of Carriage Workshop/Lallaguda after re-structuring of the cadre is as follows:

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3.11 सिफारिश Recommendation:

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4.0 वित्तीय परिणाम FINANCIAL REPERCUSSIONS:

- 4.1** When the recommendations are accepted, the recurring savings on surrender of the under mentioned posts of Carriage workshop/ Lallaguda, Secunderabad will be as follows:

Sl. No	Category	Scale		No. of posts	Mean Pay	Level	DA @ 17%	Emoluments P.M (in Rs.)	Total Emoluments P.A (in Rs.)
		1 st level	10 th level						
1	Peon/Office Assistants	18000	23500	8	20750	I	3527	194216	2330592
TOTAL				8					2330592

- On implementation of the recommendations, annual savings of Rs. 23.30 Lakhs will be accrued.

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સફારિશું **RECOM MENDATION**

Sl. No.	Description	Para No.
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