

EASTERN RAILWAY

WORK STUDY REPORT

ON

REVIEW OF WORKLOAD OF CLERICAL STAFF, TYPIST AND STENOGRAPHER AT VARIOUS OFFICES OF HEAD QUARTER OPERATING DEPARTMENT

(STUDY NO. WSER - 04/ 21-22)

(Submitted on 28.06.2021)

Study guided by:- Sri S.Chandra, AEO

Study conducted by:- Sri P.K. Mondal, CPLI

BY

GM'S EFFICIENCY CELL

EASTERN RAILWAY

KOLKATA

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The study team is also very thankful to TI/MPP/HQ, other TIs, Controllers, Ministerial staff and other staff of Head Quarter Operating Department for providing necessary information in connection with the subject study.

METHODOLOGY ADOPTED

The following methodology has been adopted in carrying out the study:

- Collection of data
- Discussion with concerned officers and staff of Head Quarter Operating Department
- Study of existing workload
- Taking note of observations of various sections
- Critical analysis of workload and manpower

TERMS OF REFERENCE

The subject work study has been undertaken by the GM's Efficiency Cell during the current financial year 2021-22 as per recommendation done vide PCOM's L. No. TP/183/MPP/Work Study/Action Plan dtd. 08/09/20 with the following terms of references:

- (i) Evaluate the quantum of existing workload.
- (ii) Examine the deployment of Staff against workload.
- (iii) Analyze the effective utilisation of ministerial staff against existing workload.
- (iv) To identify saving achievable in terms of manpower.

SUMMARY OF RECOMMENDATION

<i>Sl. No.</i>	<i>Recommendations</i>	<i>Para reference</i>
1	It is recommended that the Revised total requirement of Clerical staff, Typist and Stenographer at Head quarter Operating department will be 74 posts which would result in surrender of <u>43 posts</u> [32 posts of Clerical staff as against the present Sanctioned strength of 96 posts of Clerical staff and <u>11 posts of Typists</u> from Typist cadre of Head Quarter].	2.13

EXECUTIVE SUMMARY

<i>Study Name & No.:</i>	"REVIEW OF WORKLOAD OF CLERICAL STAFF, TYPIST AND STENOGRAPHER AT VARIOUS OFFICES OF HEAD QUARTER OPERATING DEPARTMENT" (STUDY NO.WSER - 04/ 21-22)			
<i>Year of conducting the study:</i>	2021 - 22			
<i>Terms of reference:</i>	(i) Evaluate the quantum of existing workload. (ii) Examine the deployment of Staff against workload. (iii) Analyze the effective utilisation of ministerial staff against existing workload. (iv) To identify saving achievable in terms of manpower.			
<i>Methodology:</i>	<ul style="list-style-type: none"> • Collection of data • Discussion with concerned officers and staff of Head Quarter Operating Department • Study of existing workload • Taking note of observations of various sections • Critical analysis of workload and manpower 			
	Clerical staff	Stenographer	Typist	Total
<i>Sanctioned Strength</i>	96	-- (No pin-pointed Sanctioned Strength of Steno Cadre is present in Optg. Dept.)	-- (Diminishing Category)	96 (only Clerical staff position)
<i>Men-on-roll</i>	59	10	11	80
<i>Vacancy</i>	37	--	--	37 (only Clerical staff position)
<i>Revised Requirement</i>	60	10	0	70
<i>Proposed Surrender</i>	32	0	11	43

Justification
The assessment for Revised requirement of Clerical staff, Stenographer and Typist at Head quarter Operating Department has been done on the basis of the effective utilization of the said category of staff for carrying out day to day activities at various sections of Head Quarter Operating Department.

CHAPTER-I

1.0 INTRODUCTION:

Indian Railways is the life-line of nation for providing Transportation facility over the length and breadth of the country. Its vision is to provide efficient, affordable, customer-focused, environmentally sustainable integrated transportation solutions and to be the vehicle of inclusive growth, connecting regions, communities, ports and centres of industry, commerce, tourism and pilgrimage across the country.

- 1.1 Operating Department in Railways is responsible for managing the smooth running of trains. From crew booking, running of trains to managing of Station premises are controlled by Operating Department.
- 1.2 Zonal Head Quarter Operating Department is responsible for managing all the activities necessary for smooth operation and safe running of zonal trains also the trains passing through its respective zone.
- 1.3 With the advancement of technology, many modifications such as modification in Interlocking system has been made which has enabled the operation for train running smoother, faster and safer.
- 1.4 Apart from advancement done in open line, various real time information system such as FOIS, SATSANG, COIS, RMS, etc has been introduced for monitoring and management of train running operation. These have rendered a safer, faster and errorless system for monitoring train running status and also for up-keeping various statistics which were earlier collected physically or over telephone. This has resulted a saving of considerable amount of man-hours.
- 1.5 Moreover, Indian Railway is facing tremendous financial crunch after implementation of 6th Pay Commission. Operating ratio is gradually increasing. Though Indian Railway is not a business organization but to survive, it is always essential to make the organization in profit i.e. operating ratio should be less than 1. Performance Efficiency Index shown in the corporate plan published by the Eastern Railway is given below.

2015-16	:	180.75%
2016-17	:	165.25%
2017-18	:	181.15%
2018-19	:	185.98%
2019-20	:	169.75%

- 1.6 The aim of conducting this Work-study is to review the ministerial staff, stenographer and Typists at Head Quarter operating department for optimization. In the analysis, the effective utilization of human resource and modernization is considered keeping in mind of the present working pattern. The objective is to explore financial savings of the Railways.

CHAPTER-II

2.0 EXISTING SCENARIO & CRITICAL ANALYSIS:

- 2.1 As stated in previous chapter that the main objective of Operating Department is to manage proper operation of train movement. This includes:
- 1) Crew booking
 - 2) Station management
 - 3) Timetable
 - 4) Train movement schedule and operation
 - 5) Coordination with other departments during accidents and disaster and perform all possible measures for clearing the line along with rescue and relief.
- 2.2 Headquarter operating department plays the important role in managing, monitoring, coordination with the divisions and other Zonal Railways for execution of the aforesaid activities. It also relays various instructions and policies from Railway Board to division for implementations. The Operating Department in zone is headed by Principal Chief Operating Manager (PCOM) under whom there are three HODs - CPTM, CFTM and CTPM (*presently vacant*). All matters related to Freight movement are looked after by CFTM and all matters related to Coaching movement are looked after by CPTM. The planning related work is administered under CTPM.
- 2.2.1 Along with this, the Safety related matters of Eastern Railway are administered by Principal Chief Safety Officer (PCSO). Safety section is responsible for dealing all Safety related matters under control of PCSO. However, the staff deployed at Safety Section are from Operating Department.
- 2.2.2 There is an office of Director (Rail Movement) which is direct under control of Railway Board, New Delhi. But, here in Eastern zone, the office works in co-ordination with the Operating department.
- 2.3 There are different sections in Head Quarter Operating department and each section having different set of activity and workload. The sections of Head Quarter Operating department are listed underneath:
- 1) Central Control
 - 2) Emergency Control
 - 3) Coaching Section
 - 4) Goods Section
 - 5) Planning Section
 - 6) General Section
 - 7) TG Section
 - 8) Safety Section
 - 9) Allotment Section
 - 10) Director Rail movement Section
 - 11) PCOM's Secretariat
 - 12) Psycho SSO
 - 13) MPP Cell

- 2.4 There are various categories of staff deployed in these sections such as TIs, Controllers, Ministerial staff (*Clerical staff, Typists, Stenographers*), TNC, Peons, etc. However, as mentioned in the subject of the study, Ministerial staff i.e Clerical staff, Stenographer and Typist category staff are under the purview of the study.
- 2.5 Ministerial staff of Operating department are involved in assisting officer, TIs and Controllers for various types of jobs. Clerical staff are basically involved for data up-keeping, maintaining various types of statistics from FOIS, SATSANG, COIS, RMS, etc.

Earlier, these data were collected from divisions or from stations physically or over telephone. But now, data are available in ready format in FOIS, COIS, SATSANG, RMS, etc which had led to easing of the work of Clerical staff to a great extent.

Other than this, with the introduction of e-office the necessity of Clerical staff for receiving, posting and placing letter to concerned officer has been reduced considerably.

- 2.5.1 Apart from the above mentioned jobs, Clerical staff are also involved in dealing with sectional establishment matters, submitting various types of bills, procurement of sectional materials, AMC, etc.

After introduction of AIMS, work such as procurement of materials, AMC, processing of bills are being carried out on-line. This has resulted a considerable reduction of the workload of Clerical staff dealing with these portions of work.

- 2.5.2 In consideration with the facts discussed above, it can be concluded that a considerable amount of workload catered by Clerical staff has reduced due to advancement of technology.
- 2.5.3 One of the reasons that Indian Railways has implemented the modernization work is to save manpower which is the most expensive resources now-a-days which will ultimately result in financial saving of Railways. Due to these reasons, the necessity to review the workload of ministerial staff has been felt.

- 2.6 During this modern time, Railways is thinking to merge various departments in order to utilize its manpower resources more effectively. Also, training is provided to existing manpower for multi-skilling work for utilising more effectively.

In this context, it is not adequate to deploy a post/ staff only for typing work. Based on this perception, Railways has declared several categories as Diminishing Categories. Typist category is among Diminishing category.

- 2.6.1 Among the Ministerial staff, there are several Typists deployed in different sections of Operating department. Study team in the foregoing chapter has analysed their utilisation and consequent upon that the assessment has been made accordingly.
- 2.6.2 The assessment for the requirement of Stenographers has also been done in foregoing paragraphs.

- 2.7 The category wise position of Clerical staff of Operating Department as on 11.03.2021 (*furnished by Personnel Department*) is tabulated underneath:

Category of Staff	Grade Pay	Sanctioned Strength	Men-on-Roll	Vacancy
PCOM's office				
Chief Office Superintendent (Ch. OS)	Rs. 4600/-	22	22	0
Office Superintendent (OS)	Rs. 4200/-	52	30	22
Senior Clerk	Rs. 2800/-	10	04	06
Junior Clerk	Rs. 1900/-	0	01	-01
Sub-Total		84	57	27
Director (Rail Movement)				
Chief Office Superintendent (Ch. OS)	Rs. 4600/-	02	01	01
Office Superintendent (OS)	Rs. 4200/-	06	02	04
Senior Clerk	Rs. 2800/-	02	0	02
Junior Clerk	Rs. 1900/-	02	0	02
Sub-Total		12	03	09
Total		96	60	36

- 2.7.1 The cadre of Stenographer is Centralised cadre at Eastern Railway Head Quarter, so there is no pin-pointed Sanctioned Strength of Stenographer Cadre present in Operating department. However, the Men-on-roll position of Stenographer category staff deployed at Head Quarter Operating department as on 09.02.2021 (*furnished by Personnel Department*) is tabulated underneath:

Category of Staff	Grade Pay	Men-on-Roll
PS-II	Rs. 4600/-	02
Steno- I	Rs. 4200/-	05
Junior Steno	Rs. 2400/-	01
Total		08

- 2.7.2 As in case of Typist category staff, it is a Diminishing category. The Men-on-roll position of Typist category staff deployed at Head Quarter Operating department as on 09.02.2021 (*furnished by Personnel Department*) is tabulated underneath:

Category of Staff	Grade Pay	Men-on-Roll
Supdt. Typist	Rs. 4600/-	06
Chief Typist	Rs. 4200/-	04
Total		10

- 2.8 Section-wise Men-on-roll position of Ministerial staff i.e Clerical staff (*Ch. OS, OS, Sr. Clerk, Jr. Clerk*), Typist and Stenographer of HQ Operating Department as on 01.03.2021 (*as observed physically during conducting the study*) is tabulated underneath:

S. No.	Sections	Category-wise Men-on-roll position of Ministerial staff of HQ Operating Department			
		Clerical staff (<i>Ch. OS, OS, Sr. Clerk, Jr. Clerk</i>)	Typist	Stenographer	Total
1	Central Control	4	1	--	5
2	Emergency Control	--	3	--	3
3	Coaching Section	14	2	2	18
4	Goods Section	13	1	2	16
5	Planning Section	4	2	1	7
6	General Section	3	--	--	3
7	TG Section	3	--	--	3
8	Safety Section	4	--	2	6
9	Allotment Section	9	1	--	10
10	Director Rail movement	4	1	1	6
11	PCOM's Secretariat	--	--	2	2
12	Psycho SSO	1	--	--	1
Total		59	11	10	80

- 2.9 A difference in Men-on-Roll (MOR) position obtained from Personnel department (*para 2.7, 2.7.1 & 2.7.2*) and noted from physical observation during the study period (*para 2.8*) has been noticed. On scrutiny, it has been concluded that the concerned department keep more updated position of Men-on-Roll than Personnel department since they are the one who maintain it on daily basis.

Thus, for assessment, study team considers the position of Sanctioned Strength provided by Personnel Branch (*para 2.7, 2.7.1, 2.7.2*) and refers the Men-on-roll position found through physical observation (*para 2.8*).

- 2.9.1 Thus, from table under *para 2.7, 2.7.1, 2.7.2* and *2.8*, the summarised position of Sanctioned Strength vis-a-vis On-roll position of Clerical staff, Stenographer and Typist deployed at HQ Operating department in consideration of discussion done in above *para* is tabulated underneath:

Category	Sanctioned Strength	Men-on-roll	Vacancy	Remarks
Clerical staff (Ch. OS, OS, Sr. Clerk, Jr. Clerk)	96	59	37	--
Stenographer	--	10	--	No pin-pointed Sanctioned Strength of Steno Cadre is present in Optg. Dept.
Typist	--	11	--	Diminishing Category
Total	96 (only Clerical staff position)	80	37 (only Clerical staff position)	

- 2.10 The requirement of Clerical staff in different sections of Operating department has been assessed in consideration of effectiveness of the Clerical staff deployed in different sections to cater their sectional workload.

The section-wise physical observations in regard to percentage of effective utilization of the Clerical staff deployed to cater the daily workload of different sections were taken on different period of time and on different working days. The above results would obviously reflect the section-wise effectiveness of the Clerical staff engaged to perform their workload as a routine measure.

The workload catered by each section mentioned above is different in nature, so the assessment for requirement of Clerical staff, Stenographer and Typist has been done separately for different sections in foregoing paragraphs.

2.10.1 Central Control:

- 2.10.1.1 The workload catered by Central Control as informed by the sectional staff are as under:

1. Record keeping of data related to Goods traffic from FOIS.
2. Various data are collected from Divisional Control Rooms which are not in the scope of FOIS.
3. Goods train traffic movement and operation is monitored.
4. Any unusual occurrences or Line blockage of Goods traffic due to run over, agitation, accidents, derailment and any other causes are monitored and recorded and proper reporting is done to the concerned departments in order to clear the line as early as possible.
5. Preparation of various statements from the inputs of FOIS.

2.10.1.2 This section functions in 3 shifts and for all 7 days in a week. There are 4 Clerical staff and 1 Typist deployed in this section along with TIs and Controllers.

There are around 4 computer points present at the Central Control Room from where the working related to monitoring of Goods traffic, data recording, keeping position, report preparation, etc are done. During conducting the study, it has observed that almost all computer points are utilised by Controllers and TIs for catering the mentioned workload.

2.10.1.3 It has been informed by the Chief Controller that Clerical staff and Typist are utilised for assisting Chief Controllers for multifarious stock related information to officers.

2.10.1.4 It has observed that Controllers and TIs of Central Control room are deployed in shifts and in all 7 days, but Clerical staff and Typist of this section are deployed in general shift and for 5 working days.

2.10.1.5 On scrutiny of the above mentioned points, it has been concluded by the study team that almost all the workload mentioned in para 2.10.1.1 are mainly handled by Controllers and TIs deployed in various shifts. The Clerical staff and Typist are utilised for assisting TIs & Controllers, establishment matters, and other misc. workload in general shift only.

2.10.1.6 The requirement of Clerical staff in Central Control room has been assessed on the basis of effective utilization of the Clerical staff deployed in this section to cater the aforesaid activities. The effectiveness of the Clerical staff in this section has been derived by applying a scientific process of work study i.e. Random Activity Sampling Technique.

2.10.1.7 While applying the Random Activity Sampling method to assess the actual requirement of Clerical staff, the position of the effective utilization factor of the staff has been derived based on the observations taken during the period of study, as already mentioned is shown as under:

Unit/ Activity Centre/ Section	Desig./Category of staff whose effectiveness is measured	No. of staff deployed i.e. Total MOR of this section. (P)	Total Nos. of observation taken	Nos. of observation during which staff were found		% of Effectiveness $E=B/A \times 100$	Actual Requirement. of Gr. 'C' staff based on 'Ef' i.e. Requirement of clerical staff as assessed	
			During Peak & Non-Peak periods (A)	Working Effectively (B)	IDLE		Effectiveness with contingent allowance@ 20% $E_f = 1.2E$	Actual Requirement including Leave Reserve@12.5% $(Q = E_f \times P \times 1.125)$
Central Control	Clerical Staff	4	88	45	43	51.14%	61.36%	$2.76 \approx 3$

2.10.1.8 As far as requirement of Typist is concerned, it has been already mentioned para 2.6 that Typist is a Diminishing category, thus, the existing 1 post of Typist of this section is recommended for surrender whenever it will get vacant.

2.10.1.9 **Conclusion:-**

As per assessment based on effective utilization of staff, 3 Clerical staff are required for smooth functioning of the section against existing deployment of 4 Clerical staff and 1 Typist.

2.10.2 Emergency Control:

2.10.2.1 The workload catered by Emergency Control are as under:

1. Train Punctuality is monitored.
2. Unusual occurrences of coaching traffic are monitored and recorded and reported to the concerned officer and departments for further necessary action.
3. Unusual occurrences or Line blockage of coaching traffic due to Pantograph breakage, run over, agitation, accidents, derailment and any other causes are monitored and recorded and proper reporting is done to the concerned departments to clear the line as early as possible.
4. Preparation of Daily reports from inputs of COIS mails.

2.10.2.2 Like Central Control, Emergency Control also functions in 3 shifts and for all 7 days. There are altogether 17 staff deployed in this section out of which there are 3 Typists deployed in the section.

2.10.2.3 During conducting the study, it has been observed that there are 4 computer points present at the Emergency Control Room from where the working related to monitoring, data recording, keeping position, report preparation, etc are done. Three computer points are utilised by Controllers and TIs. One Computer point is utilised by Typist for typing work of various reports and updating of position along with other works as per instruction of Controllers and TIs.

2.10.2.4 It has been observed that in Emergency Control section, Typists are also deployed along with the Controllers and TIs in shifts for various report typing work.

2.10.2.5 On scrutiny of the above mentioned points, study team felt that 1 Typist per shift is required for smooth functioning of the section. Though, Typist is a diminishing category, the posts will get surrendered whenever the posts will get vacant. In consideration with this, study team considers 3 posts of Clerical staff in lieu of Typists for catering the mentioned workload which is presently catered by the Typists. Therefore, the requirement of Clerical staff in Emergency Control is calculated underneath:

Bare requirement	3
Rest Giver @ 16.5%	0.49
Leave Reserve @ 12.5%	0.44
Total Requirement	3.93 ≈ 4

2.10.2.6 It has been observed that there is no clerical staff present at Emergency Control for catering Establishment matters of total 17 staff of this section. On scrutiny, study team recommends 1 Clerical staff for catering Establishment matters and carrying out other miscellaneous work of Emergency Control.

Thus, the total requirement of Clerical staff in Emergency Control is assessed as (4 +1) = 5.

2.10.2.7 Conclusion:-

As per assessment done above, 5 posts of Clerical staff are recommended for smooth functioning of the section against existing deployment of 3 Typists.

2.10.3 Coaching Section:

2.10.3.1 Workload of Coaching section is associated with all the activities related to Coaching stock. Coaching Section is further divided into various sub-sections all having different set of workload. The workload catered by different sub-sections are as under:

Sub-sections	Nos. of Clerical staff	Description of work
Time Table Section:	5	<ol style="list-style-type: none"> 1) Preparation of Master Chart, Duplicate Chart, Computer Chart for all divisions of E.Rly. 2) Correction of Manuscripts, proof reading of working Time Table, suburban TimeTable and engage to finalize printing with concerned press till the final printing of Time Table. 3) Arrangement of procurement of Time table, car hiring of CPTM, Emergency coaching control, purchasing of Computer, Printer, Almirah, Chair tables for office use, Payment of Bill., AMC of computers, etc. 4) Disposal of grievance from MP/MLA, passenger association related to train over different divisions of E.Rly. Preparation of reply for ZRUCC's letter, RTI, Parliamentary questions. 5) To prepare notifications of new trains, extensions of trains, frequency increase of trains, traction change of different trains, etc. 6) Besides these, feeding of timings for SATSANG/ ICMS. 7) Maintenance of leave register of Optg/Chg. Unit. 8) Distribution of Time Table over Eastern zone and other zone. 9) All types of correspondences are done with board, different departments through COIS mail and e-office. 10) Keeping statistics of EMU trains. 11) Dealing with demands of Passenger association, MP/MLA's letter. 12) Correspondence with other departments and divisions regarding introduction of new trains, extensions of trains, frequency increase of trains, traction change of different trains, introduction of halt stations, introduction of additional line, change of layout of stations, feasibility of pit, platform, availability of loco, imposition/relaxation of PSR

		<p>updated gradient and curvature, etc.</p> <p>13) Preparation of computerised chart which has advantages such as any modifications can be done easily, any change in timings is reflected in the chart, considerable savings of time in preparation of timetable, accuracy of time table has increased.</p> <p>14) Operation of SATS@NG application, it is a integrated system consisting of various platforms such as ICMS, COA, NTES, PRS. From the time table prepared by this section, correct time is incorporated in SATSANG application and send to ICMS and finally send to COA after approval after which it will be reflected to NTES and PRS.</p> <p>15) Correction of infrastructure change such as station Layout, PSR, Gradient, Curvature, corridor block, inclusion of Halt station, placement of platform occupancy is incorporated in SATS@NG application.</p> <p>16) Inclusion of timings of SPL trains in SATSANG application.</p> <p>17) Preparation of FREIGHT path in SATSANG application.</p>
TC Section:	3	<p>1) Dealing with RTI application & appeal cases.</p> <p>2) Booking of extra coaches on Full Tariff Rate (FTR) originating in E.Rly.</p> <p>3) All Zonal Railways haulage concurrence of extra coaches on FTR.</p> <p>4) Haulage concurrence of extra coaches of all Zonal Railways and originating from Eastern Railway (Bharat Scouts & Guides, Fresh air camps, Recognized Union movements & Civil Defence on Rly. Convenience).</p> <p>5) Currency movement of RBI/Kolkata and Nepal Rastra bank.</p> <p>6) Military & paramilitary movement during Election & schedule movement.</p> <p>7) Saloon movement.</p> <p>8) Preparation of weekly & monthly statistical figure for Rly. Bd. & PHODs.</p> <p>9) Dealing matters relating to despatch of Trains Coaching Section.</p> <p>10) Maintaining list of Officers Training programme</p> <p>11) COIS mail checking.</p>
Stock Coaching Section:	2	<p>1) Preparation of daily coaching stock by collecting data from all divisions.</p> <p>2) Maintaining POH/IOH position of Zonal Rly. Coaching stock.</p> <p>3) Co-ordination with Foreign Rly. Regarding tracing of missing coaches.</p> <p>4) Correspondence with Rly. Bd. about stock matters.</p> <p>5) Parliamentarian Question matters, MP/MLA matters, RTI cases.</p> <p>6) VP movement matters.</p> <p>7) Audit matters.</p> <p>8) Permanent & temporary augmentation of trains.</p> <p>9) Dealing matters related to Time table.</p> <p>10) Receipt & dispatch of letters concerned with the section.</p> <p>11) File movement and e-office.</p> <p>12) Maintaining record of new built coaches coming out from Production units.</p>
Coaching (Punctuality) Section:	3	<p>1) Preparation of G.M's meeting paper & circulate them.</p> <p>2) Preparation of power point slides for GM.s weekly Punctuality & Operating meeting and meeting papers.</p> <p>3) Disposal of Complaints and grievances through online portal.</p> <p>4) Disposal of RTI cases and Parliamentarian Question.</p> <p>5) Preparation of train regulation programme due to NI work, Agitation, Bandh, etc and co-ordinate with CPRO office for notification in media.</p> <p>6) Day to day monitoring of punctuality data through ICMS and maintain various statistics accordingly.</p> <p>7) Replying Audit observances.</p> <p>8) Maintaining Punctuality data digitally for generation of various statistics.</p>

		9) Make arrangements for frequent Punctuality drive by officers & supervisors, collection of punctuality drives & compile them for appraisal. 10) Assist Time table Controllers in fixing running time for special trains. 11) Day to day punctuality job & correspondences. 12) Jobs related to Court cases. 13) Prepare recommendation for awards and shields.
Store Section:	1	Dealing with all workload related to store matters, imprest cash of Coaching section.
Total	14	

2.10.3.2 There are altogether 14 Clerical staff present in different sub-sections of Coaching section. It is observed that they are mainly involved in assisting officers, Controllers and TIs for catering above mentioned workload. In addition to this, workload related to establishment matters, stores, receipt and dispatch, AMC, procurement, etc are carried out by Clerical staff solely.

2.10.3.3 The requirement of Clerical staff in Coaching Section has also been assessed on the basis of effective utilization of the Clerical staff deployed in this section i.e by applying Random Activity Sampling Technique. Thus, the assessment taking on account of the observations taken during the period of study, is shown as under:

Unit/ Activity Centre/ Section	Desig./Category of staff whose effectiveness is measured	No. of staff deployed i.e. Total MOR of this section. (P)	Total Nos. of observation taken	Nos. of observation during which staff were found		% of Effectiveness $E=B/A \times 100$	Actual Requirement. of Gr. 'C' staff based on 'Ef' i.e. Requirement of clerical staff as assessed	
			During Peak & Non-Peak periods (A)	Working Effectively (B)	IDLE		Effectiveness with contingent allowance@ 20% $Ef=1.2E$	Actual Requirement including Leave Reserve@12.5% $(Q = Ef \times P \times 1.125)$
Coaching Section	Clerical Staff	14	292	208	84	71.23%	85.48%	$13.46 \approx 14$

2.10.3.4 There are 2 nos. of Typist deployed in two different sub-sections of Coaching section. They are involved only for typing work of various types of letters, replies, checking COIS mails, etc. It has been observed that the typists are not utilised for any vital workload other than typing work. Also, Typist is a diminishing category.

Thus, on scrutiny, study team recommends to surrender existing 2 post of Typist whenever it will get vacant.

2.10.3.5 There are 2 nos. of Stenographers deployed in Coaching section. One Stenographer is working for CPTM and another Stenographer for Dy. COM/Coaching.

Study team recommends for retaining existing two posts of Stenographers at Coaching Section.

2.10.3.6 Conclusion:-

As per assessment done in above paragraphs, 14 posts of Clerical staff and 2 posts of Stenographers are recommended for Coaching Section.

2.10.4 Goods Section:

2.10.4.1 As revealed from the name, Goods Section deals with various workloads related to loading, unloading, and movement of Goods handled by Eastern Railway. TIs, Clerical staff, Stock Verifier and Typist are involved for carrying out all workload relating to Goods traffic. The various workloads dealt by the staff of Goods section are as under:

1. Preparation of MCDO to GM, MT, GM's annual Report, GM's annual inspection Report, etc.
2. Preparation of meeting briefs of Goods portion for GM's Conference, PCOM's conference, CFTM's conference, etc.
3. Dealing with files related to Coal meeting, Equipment Failure, Terminal Detention, Coal Policy, etc.
4. Dealing with files related to Govind Ballabh pant TT shield.
5. Preparation of MOU, Action plan target, Monthly statement, Monthly appreciation report,
6. Maintaining Statistical appreciation report, Financial Review, Integrated Budget.
7. Outstanding demurrage charges for outward coal.
8. Vision-2024.
9. CRS Sanction
10. One time ODC movement including military movement.
11. Permission for ODC one time movement of N/built wagon.
12. Movement & General correspondence of ODC, Military ODC & policy.
13. Maintaining ODC policy file.
14. Reporting Container detention to Rly. Bd.
15. All type of dock related correspondence and container correspondence.
16. Maintaining record of load & unloading of Steel, Cement, Food Grains & Fertilizers, Rebooking FCI, Press, Timber, Salt, Cabinet, all commodity except stone, etc.
17. Disposal of Parliamentary Questions & Grievances related to Goods
18. Correspondence of 10 Hrs. Letter, utilization of Goods Gaurd for Elect & Diesel, 10 Hrs, Interchange, MCDO, Highlights, etc.
19. Maintaining daily interchange data (Both Wgn.-wise + Rake-wise).
20. Matters related to DFCC.
21. Up-keeping of record of Condemnation of Wagons from LLH Workshop, Wagon Temporary out of service, Embedded Empty, BG Wagon ownership, etc..

22. Reconciliation of various datas with BD Railway.
23. Correspondence with BD Railways.
24. HOD level meeting with BDR.
25. Maintaining BDR commodity – wise record & outstanding balance.
26. Keeping record of movement of traffic to BDR.
27. Maintaining record of Newly built wagons.
28. Preparation of Monthly statement to IRCA & Rly. Bd.
29. Dealing with matters related to Hire charges of wagons, Piecemeal wagons, etc.
30. Maintaining record of load & unloading of Stone, Jute, Fly ash, Potato, etc.
31. Matters related Nepal Quota, USOP-receiving, Rebooking, etc.
32. Receive & Dispatch of letters concerned with the section.
33. Dealing with matters related to Siding, Weigh Bridge, C & W, Notification of Goods shed siding, FOIS, working time table, Demurrage, Wagon investment scheme, etc.
34. Dealing with matters related to JPO, Elec. Utilisation, Dsl. Utilisation, Dsl. P/Plan, Elec. P/Plan, Crew meeting file, safety, misc., NI & Trafic block, CC Rake, Wagon movement policy, Crack & long haulage train, PDD, Crew file,
35. Weekly meeting, stable load, diversion, etc.
36. Furniture repair, AMC of computers and photocopier machines under offices of CFTM, all sorts of procurement & condemnation.
37. Compliance report of inspection of all officers under CFTM.
38. Audit, Confidential matters, Leave and attendance, APAR, misc. Office matters, CEA, Staff grievances, renovation, E-office, etc.

2.10.4.2 There are altogether 13 Clerical staff present in Goods section dealing with above mentioned workload. Clerical staff of this section mainly prepare and maintain records of various aspects related to Goods movement, loading, unloading etc. Earlier, the data were collected from different stations and from various loading points over Eastern Railway. But, nowadays, majority of data are collected from FOIS, RMS, etc. However, in some cases, data is collected over telephone, whatsapp or even by visiting the loading points.

Apart from maintaining Goods traffic related record, it has been observed that Clerical staff of Goods section are involved in preparation of various meeting briefs, MCDO, various reports, etc. In addition to this, Clerical staff also caters workload related to establishment matters, stores, receipt and dispatch, AMC, procurement, etc.

2.10.4.3 The requirement of Clerical staff in Goods Section has been assessed in the similar manner by applying Random Activity Sampling Technique. Thus, the assessment on the basis of observations taken during the period of study is shown as under:

Unit/ Activity Centre/ Section	Desig./Category of staff whose effectiveness is measured	No. of staff deployed i.e. Total MOR of this section. (P)	Total Nos. of observation taken	Nos. of observation during which staff were found		% of Effectiveness $E=B/A \times 100$	Actual Requirement. of Gr.'C' staff based on 'Ef' i.e. Requirement of clerical staff as assessed	
			During Peak & Non-Peak periods (A)	Working Effectively (B)	IDLE		Effectiveness with contingent allowance@ 20% $E_f=1.2E$	Actual Requirement including Leave Reserve@12.5% $(Q = E_f \times P \times 1.125)$
Goods Section	Clerical Staff	13	394	270	124	68.53%	82.23%	12

2.10.4.4 There is 1 no. Typist deployed in Goods section. It has been observed that the Typist is involved in vital workload related to preparation of various meeting briefs, MCDO, various reports, etc along with the ministerial staff. Though, Typist is a diminishing category, the posts will get surrendered whenever the posts will get vacant.

In consideration with the above mentioned fact, study team recommends additional 1 post of Clerical staff for catering the mentioned workload which is presently catered by the Typist for continuation of smooth functioning of the section.

Therefore, the total requirement of Clerical staff for Goods section is assessed as $(12+1) = 13$

2.10.4.5 There are 2 nos. of Stenographers deployed in Goods section. One Stenographer is working for CFTM and another Stenographer for Dy. COM/ Goods.

Study team recommends for retaining existing two posts of Stenographers at Goods Section.

2.10.4.6 Conclusion:-

As per assessment done in above paragraphs, 13 posts of Clerical staff and 2 posts of Stenographer are recommended for Goods Section.

2.10.5 Planning Section:

2.10.5.1 The workload dealt by Planning Section are listed below:

1. Planning regarding induction of new route, new lines, new sidings, doubling of lines, gauge conversion, new station, new RRI, etc are done by this section.
2. Along with this, planning for setting up new level crossing, FOB, ROB and RUB is also done here.
3. Feasibility of all new above mentioned Railway assets are explored in association with concerned department and detailed planning is done followed by creation of proposal.
4. Proposal of induction of new Railway assets are sent for Sanction at Railway Bd. and after sanction the progress of the project is monitored.
5. Line Capacity statement is prepared considering Peak period (September to March) which is base for review of requirement of enhancing line capacity by either inducing new lines or increasing average speed of the trains passing through the line.

2.10.5.2 There are altogether 4 Clerical staff deployed in this section. The workload carried out by them are as under:

1. Preparation of Operating Review Budget in association with TI/ Planning.
2. Maintaining leave, attendance, CEA, Fund allocation, etc and dealing with various establishment matters of staff and officers of Planning Section.
3. Maintenance of files related to various plans and monitoring the progress of plans regarding induction of new route, new lines, new sidings, doubling of lines, gauge conversion, new station, new RRI, etc.

2.10.5.3 In addition, Clerical staff of Planning Section carry out orders of their respective officers and assist TI's for carrying out day-to-day sectional workload mentioned in para 2.10.5.1.

The analysis for requirement of Clerical staff at Planning Section has been done based on their effective utilization in this section for catering the aforesaid activities. Thus, on the basis of the observations taken during the study period, the assessment is done underneath:

Unit/ Activity Centre/ Section	Desig./Category of staff whose effectiveness is measured	No. of staff deployed i.e. Total MOR of this section. (P)	Total Nos. of observation taken	Nos. of observation during which staff were found		% of Effectiveness $E=B/A \times 100$	Actual Requirement. of Gr.'C' staff based on 'Ef' i.e. Requirement of clerical staff as assessed	
			During Peak & Non-Peak periods (A)	Working Effectively (B)	IDLE		Effectiveness with contingent allowance@ 20% $E_f=1.2E$	Actual Requirement including Leave Reserve@12.5% $(Q = E_f \times P \times 1.125)$
Planning Section	Clerical Staff	4	61	44	17	72.13%	86.56%	$3.89 \approx 4$

2.10.5.4 Along with the Clerical staff there are 2 Typists deployed in Planning section, they carry out workload related to checking official mails, uploading documents, typing of inspection notes of officers, typing work of Line capacity statement, typing various letters, E-office, etc.

It has been observed that the typists are not utilised for any vital workload other than typing work and checking mails. Also, Typist is a diminishing category,

Thus, on scrutiny, study team recommends to surrender existing 2 posts of Typist whenever it will get vacant.

2.10.5.5 There are 2 posts of Stenographers present at Planning Section, one Stenographer is deputed for CTPM (*post is vacant at present*) and another for STM/ Planning.

Since, the post of CTPM is vacant at present, the Stenographer for CTPM is presently deputed at PCOM's Secretariat. When the CTPM will join, the stenographer for CTPM will return back at CTPM's office.

The Stenographer for STM/ Planning is presently working in this section and she carries out work related to monitoring of various proposals, preparation of presentations, letter typing work from dictation, various correspondences, etc.

On scrutiny, Study team recommends for retaining existing two posts of Stenographers at Planning Section.

2.10.5.6 Conclusion:-

As per assessment done in above paragraphs, 4 posts of Clerical staff and 2 posts of Stenographer are recommended for Planning Section.

2.10.6 General Section:

2.10.6.1 The workload of Receipt and Dispatch of letters related to Operating Department are catered by General Section. They received all types of Operating department and send it to Secretary to PCOM for marking. The letters are then uploaded at E-office and send to respective officers as per marking done by Secretary to PCOM. Hard copies of letters are also distributed as per marking. It has been said by the staff of General Section that on an average around 40 - 50 letters are received by the section per day.

2.10.6.2 As far as dispatch of letters is concerned, letters only meant for Central Despatch are dispatched from this section. On an average, around 5 letters are dispatched per day by this section.

2.10.6.3 There are 3 Clerical staff presently present in General section to cater the above mentioned workload. In General section, there is only 1 computer system present from where Clerical staff uploads all the received letters. On scrutiny, it is clear that maximum 2 nos. of Clerical staff can be utilised at a time, one for uploading or sending letter through e-office and another for receiving/dispatching, posting and other miscellaneous work.

Moreover, with the introduction of E-office, nos. of letters receipt & dispatched through normal Dak reduced considerably and is likely to reduce more later.

2.10.6.4 In consideration with the points mentioned in above para, it is concluded that 2 Clerical staff in General section is sufficient to cater the existing workload of the section.

2.10.7 TG Section:

2.10.7.1 The workload catered by Clerical staff of TG Section are as under:

1. Online processing of RTI cases after receiving from the concerned section.
2. Processing of all landline bills of Operating department, Vehicles bills, Imprest Cash, rewards, office expense through AIMS.
3. Assist TI /Rules against dispensation work regarding signalling work, line doubling work, remodelling work, etc.
4. Liaison work of CRS Inspection with Operating department and perform all related correspondences.
5. Maintain schedule related to training of Guards and Loco pilots at ZRTI, Bhuli.
6. Associated with preparation of GM's Annual report and Safety calendar.
7. Dealing with leave statement, establishment matters of staff of TG section, receipt & dispatch of letter meant for TG section.
8. Matters related to HQ officer inspection.
9. Dealing with receiving of parliamentary question and sending it to concerned section.

2.10.7.2 There are total 3 Clerical staff present in TG section. The requirement of Clerical staff in TG Section has been assessed by applying Random Activity Sampling Technique. Thus, the assessment based on the observations taken during the period of study, is shown as under:

Unit/ Activity Centre/ Section	Desig./Category of staff whose effectiveness is measured	No. of I staff deployed i.e. Total MOR of this section. (P)	Total Nos. of observation taken	Nos. of observation during which staff were found		% of Effectiveness $E=B/A \times 100$	Actual Requirement. of Gr.'C' staff based on 'Ef' i.e. Requirement of clerical staff as assessed	
			During Peak & Non-Peak periods (A)	Working Effectively (B)	IDLE		Effectiveness with contingent allowance@ 20% $Ef=1.2E$	Actual Requirement including Leave Reserve@12.5% $(Q = Ef \times P \times 1.125)$
TG Section	Clerical Staff	3	59	42	17	71.19%	85.42%	2.88 \approx 3

2.10.7.3 Conclusion:-

As per calculation based on effective utilization of staff, 3 Clerical staff are required for smooth functioning of this section.

2.10.8 Safety section:

2.10.8.1 Safety Section is under administrative control of Dy. CSO (Operating) and overall control of PCSO. However, the Clerical staff deployed at Safety section are under Operating Department. The workload catered by Clerical staff of Safety Section are as under:

1. Disposal of Parliamentary Questions, RTI cases, matters related to ZRUCC, PNM, PREM, etc.
2. Dealing with correspondence with Rly. Bd regarding accident cases, all correspondences of Policy files, etc.
3. Preparation and sending off Accident return to Railway Bd., Annual, Monthly & quarterly basis train accident report to CRS, monthly accident position to GM statistics, GM annual narrative report, etc.
4. Dealing with matters related to Safety reward at MR, GM and PCSO level, ,
5. Processing of Vehicle bill, Telephone bill, and other bills like imprest, entertainment, reward, etc and through AIMS. Maintenance of cash and computer imprest money, maintenance of officer's entertainment money.
6. Dealing with 'Handing over' and 'Taking over' note of HQ Safety officers.
7. Preparation of Safety budget, TA bill of Safety officers, submission of monthly inspection statement to GM office, representation, press clippings, etc.
8. Maintaining records related to Brake van and Guard equipment, Fire extinguishers, Fog signal, Running room, etc.

9. Maintaining records related to Training of safety officers and staff, monthly training conducted in different training school (divisional).
10. Dealing with all matters related to CRS sanction,
11. Updating of data of Yard and other accidents at 'Safety Information Management System (SIMS)'. All work related to publishing of Safety bulletin, Safety poster and Safety Calender.
12. Handling of all type of store matter of Safety department (*under control of PCSO*).
13. Dealing with matters of GM's Annual Inspection.
14. Maintenance of incoming and outgoing letter register, receive and despatch, maintenance of leave register of both staff & officers.
15. Maintenance of various files related to Circular files, GM's inspection, CRS inspection, inspection of PHOD and HOD, inspection of safety officers.
16. Preparation of Rajbhasha Progress Report.

2.10.8.2 There are altogether 4 Clerical staff present in Safety section dealing with all the workload mentioned above. The analysis for requirement of Clerical staff at Safety Section has been done based on the effective utilization of said category of staff in this section for catering the aforesaid activities. Thus, on the basis of the observations taken during the study period, the assessment is done underneath:

Unit/ Activity Centre/ Section	Desig./Category of staff whose effectiveness is measured	No. of staff deployed i.e. Total MOR of this section. (P)	Total Nos. of observation taken	Nos. of observation during which staff were found		% of Effectiveness $E=B/A \times 100$	Actual Requirement. of Gr.'C' staff based on 'Ef' i.e. Requirement of Clerical staff as assessed	
			During Peak & Non-Peak periods (A)	Working Effectively (B)	IDLE		Effectiveness with contingent allowance@ 20% $Ef=1.2E$	Actual Requirement including Leave Reserve@12.5% ($Q = Ef \times P \times 1.125$)
Safety Section.	Clerical Staff	4	90	60	30	66.67%	80.00%	$3.6 \approx 4$

2.10.8.3 There are 2 nos. of Stenographers deployed in Safety section. One Stenographer is working for PCSO and another Stenographer for Dy. CSO/ Operating.

Study team recommends for continuing with the existing two posts of Stenographers at Safety Section.

2.10.8.4 Conclusion:-

As per assessment done in above paragraphs, 4 posts of Clerical staff and 2 posts of Stenographers are recommended for Safety Section.

2.10.9 EDRM and Allotment Section:

2.10.9.1 Both EDRM and Allotment sections are functioning directly under control of Director (*Rail Movement*). However, both sections are under overall control of PCOM, Eastern Railway.

There is separate Sanctioned strength for EDRM section (*shown in para 2.7*) whereas the posts of Allotment section are under Sanctioned strength of Operating Department.

2.10.9.2 The workload catered by these two sections are intermingled and mainly comprises of allocation of wagon rakes for iron ore, coal and coke for steel plants, power plants, etc. Apart from these, there is a small sub-section namely 'Tank Wagon Section' present under Allocation section mainly dealt with all workload related to Tank Wagon.

2.10.9.3 The workload catered by Clerical staff deployed in sections under Director (*Rail Movement*) are as under:

- 1) Maintaining statistics of inward & outward traffic of CBT plants.
- 2) Dealing with Establishment matter of staff of EDRM and Allotment sections.
- 3) Dealing with all matters related to Priority-C Coal for Electricity production.
- 4) Receiving & dispatch of letters related to the Section.
- 5) Dealing with all matters related to Coal Program for ECL (P.H) & Non-core sectors.
- 6) Dealing with all matters related to Coal Policy & Coal Program (Non-core).
- 7) Dealing with all matters related to Coal Program (Non-core) for Electric production.
- 8) Dealing with all matters related to Coal Program (CPP) for captive plants
- 9) Dealing with all matters related to Priority C Iron ore allocation.
- 10) Dealing with all matters related to Priority D Coal sanction (all categories).
- 11) Dealing with all system related work including liaison with CRIS & others.
- 12) Dealing with matters related to Imported coal sanction.
- 13) Dealing with all matters related to Priority C & D iron ore.
- 14) Dealing with all matters related to Priority D coal sanction (all categories)
- 15) Preparation of CBT steel programme and steel MCDO.
- 16) Maintaining statistics related to loading, holding, interchange of Tank Wagons over Eastern Zone (ECR, ECoR, SER, NFR and SECR).
- 17) Preparation of report concerned with Tank Wagon for G.M Annual Report, Monthly statements for Railway Board, etc.

2.10.9.4 There are altogether 13 Clerical staff present in these two sections under Director (*Rail Movement*) dealing with above mentioned workload. It has been observed that Clerical staff in these sections are dealing with vital workload of sanction and allotment of rakes for coal, iron-ore, coke, etc. Earlier, requests for sanction and allotment were received through hard copies. Now, majority of the requests are received online and the sanction for the same is also processed online on an urgent basis.

For workload concerned with Tank Wagon sub-section, Clerical staff here maintains various statistics related to Tank Wagon. Earlier, the data were collected from various loading points over Eastern Zone. But, nowadays, majority of data are collected from FOIS, RMS, etc. However, in some cases, data is collected over telephone, whatsapp or even by visiting the loading points.

2.10.9.5 It has been already mentioned in para 2.10.9.1 that these two sections under Director (Rail Movement) has separate Sanctioned strength. Since, these two sections works together as a whole, it is hard to distinguish their workload. Therefore, the requirement of Clerical staff in these two sections under Director (*Rail Movement*) has been assessed jointly based on effective utilisation of Clerical staff in these two sections for catering the total workload of both sections. Thus, the assessment on the basis of observations taken during the period of study is shown underneath:

Unit/ Activity Centre/ Section	Desig./Category of staff whose effectiveness is measured	No. of staff deployed i.e. Total MOR of this section. (P)	Total Nos. of observation taken	Nos. of observation during which staff were found		% of Effectiveness $E=B/A \times 100$	Actual Requirement. of Gr.'C' staff based on 'Ef' i.e. Requirement of Clerical staff as assessed	
			During Peak & Non-Peak periods (A)	Working Effectively (B)	IDLE		Effectiveness with contingent allowance@ 20% $Ef=1.2E$	Actual Requirement including Leave Reserve@12.5% $(Q = Ef \times P \times 1.125)$
EDRM and Allotment Section	Clerical Staff	13	342	242	100	70.76%	84.91%	12.42 \approx 13

2.10.9.6 Along with the Clerical staff, 2 Typists are deployed in EDRM and Allotment sections. They carry out all type of typing work of various reports and statements for both sections.

Typist being a diminishing category, their posts will get surrendered whenever the said posts will get vacant.

It has been observed that Typists of EDRM and Allotment sections also carry out various other sectional work in addition to typing work. Keeping this in consideration, study team recommends additional 1 post of Clerical staff for catering the mentioned workload which is presently catered by Typists.

Therefore, the total requirement of Clerical staff in EDRM and Allotment sections under Director (Rail Movement) is assessed as $(13+1) = 14$

2.10.9.7 There is 1 Stenographer deployed in EDRM Section and is working for Director (*Rail Movement*).

Study team recommends for retaining the existing one post of Stenographer at EDRM Section.

2.10.9.8 **Conclusion:-**

As per assessment done in above paragraphs, 14 posts of Clerical staff and 1 post of Stenographer are recommended for sections under Director (*Rail Movement*) i.e EDRM and Allotment sections.

2.10.10 PCOM's Secretariat:

2.10.10.1 During conducting the study, it has been observed that there are 2 nos. of Stenographers present at PCOM's Secretariat. One Stenographer is deputed for PCOM and another Stenographer of CTPM's office is temporarily deputed at PCOM's Secretariat (*since the post of CTPM is vacant at present as already mentioned in para 2.10.5.5*). The Stenographer of CTPM will return back at CTPM's office with the joining of CTPM.

2.10.10.2 One Stenographer of PCOM's Secretariat caters all the workload of PCOM's office such as preparation of various reports & presentations, coordination with other offices of other departments and also with other Railways, comply all the instructions given by PCOM and Secretary to PCOM.

2.10.10.3 Study team recommends for continuing with the existing one post of Stenographer at PCOM's secretariat.

2.10.11 Psycho SSO:

2.10.11.1 There is only 1 Clerical staff present at Psycho section working under Jr. Scientific Officer to cater all the sectional workload.

This section is responsible for conducting Psycho test for the Running staff (i.e Loco Pilots, Station masters, etc) of Eastern railway who get there promotion inter-departmentally.

2.10.11.2 On scrutiny, Study team recommends to retain existing 1 no. Clerical staff for catering the workload of Psycho section.

2.10.12 MPP Cell:

2.10.12.1 The workload dealt by MPP Cell are as under:

- 1) Manpower planning and Establishment matters,
- 2) IT related work,
- 3) APAR and Industrial relations (Zonal PNM, PREM),
- 4) Nomination of officers for training/ seminar/ workshop,
- 5) Matters related to RRB/RRC Exams,

- 6) Matters related to Work-study and Action Plan,
- 7) Guard/ Crew Review,
- 8) Court Cases,
- 9) Selections and other policy matters,
- 10) Accompany officers in inspections and foot plate.

2.10.12.2 There is only one TI present in this cell for catering all the above mentioned workload. Moreover, there are around 80 files dealt in this section.

On scrutiny, study team felt a necessity of at least 1 Clerical staff for assisting TI for catering above mentioned workloads.

2.10.12.3 In view of above, Study team recommends 1 Clerical staff for smooth functioning of MPP Cell.

2.11 From the assessment done in above paras, the total requirement of Clerical staff, Stenographers and Typists is tabulated underneath:

S. No.	Sections	Category-wise Men-on-roll of HQ Operating Department				Reference para
		Clerical staff	Typist	Stenographer	Total	
1	Central Control	3	0	0	3	2.10.1.9
2	Emergency Control	5	0	0	5	2.10.2.7
3	Coaching Section	14	0	2	16	2.10.3.6
4	Goods Section	13	0	2	15	2.10.4.6
5	Planning Section	4	0	2	6	2.10.5.6
6	General Section	2	0	0	2	2.10.6.4
7	TG Section	3	0	0	3	2.10.7.3
8	Safety Section	4	0	2	6	2.10.8.4
9	Allotment Section	14	0	1	15	2.10.9.8
10	Director (Rail movement)					
11	PCOM's Secretariat	0	0	1	1	2.10.10.3
12	Psycho SSO	1	0	0	1	2.10.11.2
13	MPP Cell	1	0	0	1	2.10.12.3
Total		64		10	74	

Thus, the Revised requirement of Clerical staff, Stenographers and Typists at various offices of Head Quarter Operating Department is calculated as 74.

- 2.12 Summarizing the Revised requirement of Clerical staff, Stenographers and Typists as discussed in para 2.11, the posts to be rendered as surplus against the total existing Sanctioned strength with the consideration of assessment made in the above paragraphs, may be seen from the following table.

	Sanctioned Strength (para 2.9.1)	Men-On-Roll (para 2.9.1)	Revised Requirement (para 2.11)	Surplus	Remarks
Clerical staff	96	59	64	32	--
Typist	-- (Diminishing category)	11	0	11	Being Diminishing category all posts will get surrendered whenever it will get vacant
Stenographer	-- (No pin pointed Sanctioned Strength is present)	10	10	0	--
TOTAL	96 (Only Clerical staff position)	80	74	43	--

- 2.13 **Recommendation:** -

As mentioned in para 2.12, it is recommended that the Revised total requirement of Clerical staff, Typist and Stenographer at Head quarter Operating department will be 74 posts which would result in surrender of **43 posts** [**32 posts of Clerical staff** as against the present Sanctioned strength of 96 posts of Clerical staff (para 2.9.1) and **11 posts of Typists** from Typist cadre of Head Quarter]. The total requirement of manpower has been revised by the study team on the basis of assessment & analysis made in the foregoing paragraphs.

CHAPTER-III

3.0 FINANCIAL APPRAISAL:

- 3.1 As per recommendation made in Para 2.13, the total surplus posts works out to 43 posts. For an easy and smooth means of calculation the study team has considered the lowest grades of vacant post while calculating the financial appraisal.

A statement showing the total annual financial savings on account of surrender of 43 posts is furnished below.

Category	Grade Pay (Fig. in Rs.)	Level	Mean Pay	DA @ 17%	Total /Month	No. of Posts surrendered	Annual savings (Fig. in Rs.)
			(Fig. in Rs.)				
Typist	1,900/-	2	22,950/-	3,902/-	26,852/-	11	35,44,464/-
Junior Clerk	1,900/-	2	22,950/-	3,902/-	26,852/-	2	6,44,448/-
Senior Clerk	2,800/-	5	33,650/-	5,721/-	39,371/-	8	37,79,616/-
OS	4,200/-	6	40,800/-	6,936/-	47,736/-	22	1,26,02,304/-
TOTAL						43	2,05,70,832/-

Thus, the annual financial savings works out to **Rs. 205.71 lakhs.**