

No.30-13/2013-Admn.I (Pt.)
Government of India
Ministry of Communications & IT
Department of Telecommunications
Sanchar Bhawan, 20, Ashoka Road, New Delhi-110001

Dated, the 29th May, 2013

OFFICE MEMORANDUM

Keeping in view the fact that at the time of formation of BSNL w.e.f. 1.10.2000, the strength of CSS/CSCS required for various Sections/Wings/Divisions of DoT was not determined on any scientific basis or any logical formula, it has been decided to conduct the Work Measurement Study of all the Wing/Divisions of DoT to determine the realistic strength required for various Sections/Wings/Divisions. A Work Measurement Committee under the Chairmanship of DS (Admn.I), with US(Admn.II), US(Admn.III), ADG (SEA-II) as Members and S.O. (Admn.I) as Member Secretary, has been constituted vide order of even number dated 9th May, 2013 to conduct the Work Measurement Study of various Sections/Wings/Divisions of DoT in respect of CSS/CSCS posts.

2. The Work Measurement Committee has decided that, in the first instance, that the data for Work Measurement Study may be collected in regard to the functions being discharged or required to be discharged at the levels of MTS/LDCs/UDCs and Assistants based on which the analysis will be made for requirement of MTS/LDCs/UDCs/Assistants/SOs and Under Secretaries.

3. All the Section Officers/ Sections In-charge are, therefore, required to furnish the data in the 15 proformae enclosed (P-I to P-III and B-I to B-VIII) in regard to the functions/duties required to be performed at the levels of MTS/LDCs/UDCs and Assistants latest by 15th June, 2013. (both hard copy as well as soft copy preferably in Excel format) with the approval of the Divisional Head at the level of DDG/JS. The hard copy may be sent to S.O. (Admn.I) and the soft copy may be sent at the e-mail address "nirmala.dev@nic.in". In case it is felt that the functions being performed by a particular Section are not adequately reflected in the proforma, suitable modification may be made in the proforma or an additional sheet attached.

4. It may please be noted that the Section In-charge and Branch Officer (Under Secretary level) will be personally responsible for the correctness of the data furnished, which may be verified subsequently by the Members of Work Measurement Committee by personally visiting the Section or calling for the records on the basis of which data is furnished. Adequate care should, therefore, be taken to compile the data to be provided.


29/05/2013
(Nirmala Dev)

Under Secretary (Admn.I)
Tel.No.23036884

To

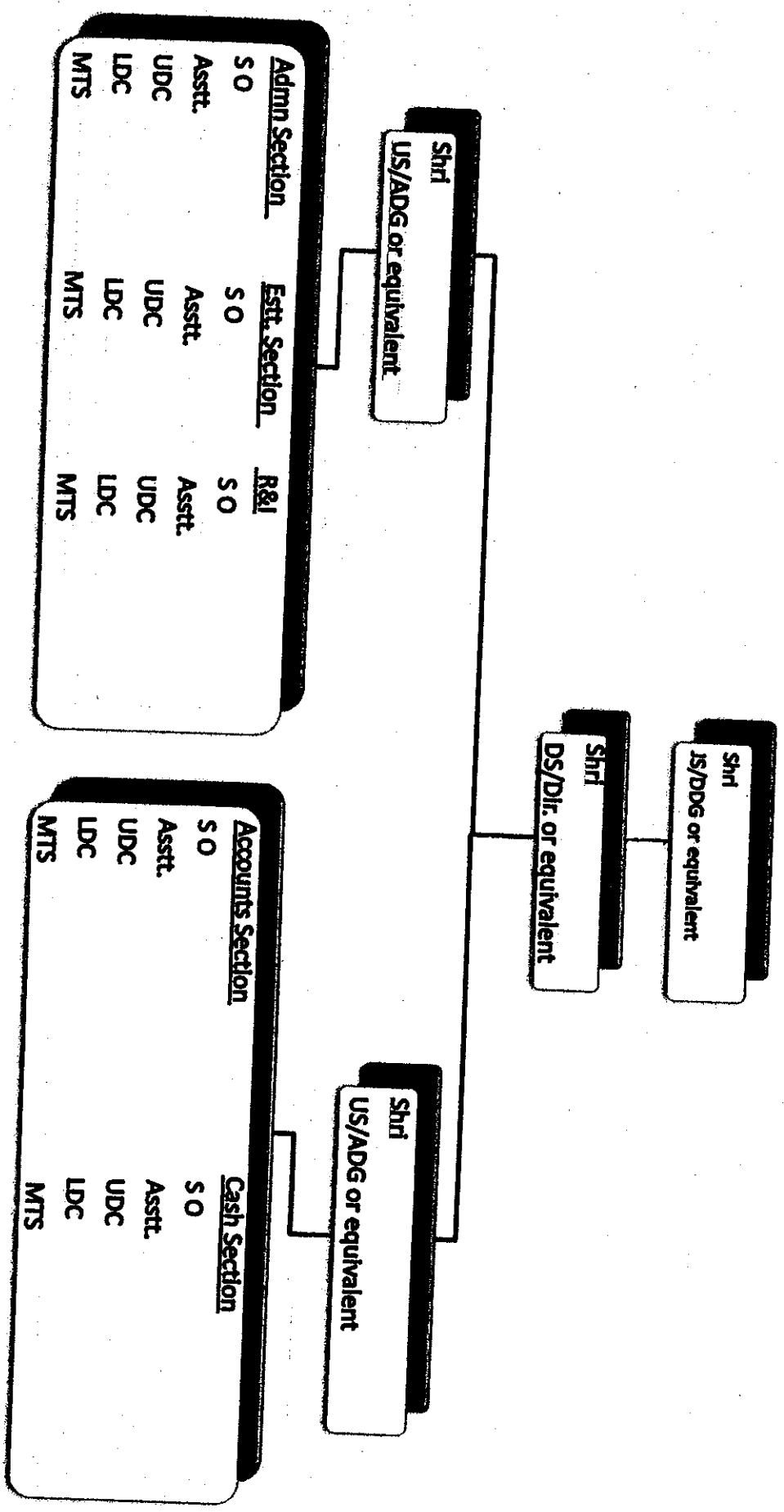
1. All Sections Officers/Sections In-charge/USs/ADGs etc. of DoT

Copy for information to:

1. PPS to Secretary (T)
2. PPS to AS (T)
3. CVO /Joint Secretaries/DDGs/ Directors/DSs
- ✓ 4. Director (IT) with the request to upload this OM along with enclosures on DoT website.

Organisation Chart of the Office :

From : P-I (Speciman)
 (Existing as on



- Note: 1. Please indicate allocated sanctioned strength
 2. No. of vacancies may be shown in brackets against each grade.

STATEMENT OF MAIN FUNCTIONS (Section-wise)

FORM: P-II

Office -----

S.No.	Functions	Section
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OFFICE.....
Consolidated statement of strength of officers and staff

S.No.	Designation of post	Sanctioned strength			Existing Strength	Additional demands; if any*(pending ovr the sanctioned strength)	Remarks
		Excluding L.R.	L.R.	Total			
1	2	3	4	5	6		
1.	Group 'A'					7	
2.	Group 'B' (Gazetted)						8
3.	Group 'B' (Non-gazetted)						
4.	Group 'C'						
5.	Group 'D'						

*All demands for additional posts of officer(s) and staff referred to the competent authority prior to the commencement of the study should be included in Col.7. The no. and date of the reference(s) and latest position of the proposals may also kindly be indicated. The number of the adhoc posts included in the sanctioned strength may be indicated in the 'Remarks' Col. Against the corresponding category.

Strength of officers and staff (section-wise)

As on

S.No.	Name of the post	Sanctioned strength	Existing strength	Additional demand, if any, pending over sanctioned strength
1	2	3	4	5

FORM B-I

Name of the Office :

Name of the Section :

List of functions/Job performed :

Sl.No.	Name & Designation of the official	Main jobs performed (in brief) by each official
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Signature

Dated: . . .

FORM B-II

Name of the Office :

Name of the Section :

Statement showing the number of receipts in the Section during the last one year
(from to)

Month	Number of receipts received	Reasons for abnormal increase or decrease during a particular month
1	2	3
January		
February		
March		
April		
May		
June		
July		
August		
September		
October		
November		
December		
Total		

Singnature
Dated:

FORM B-III

Name of the Office :

Name of the Section :

Statement showing the number of files opened under each main subject head during the calender year.

S.No.	Head No.	Subject	No.; of files opened	Remarks, if any
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Singnature

Dated:

BASIC DATA IN RESPECT OF OFFICERS

Name of Officer :
 Designation :
 Section/Division/Unit Controller:
 Period of date :

Place Visited	<u>A-Tour undertaken</u> Purpose of Visit	<u>Duration of Tour</u> Date & Time of arrival/departure at Hqrs.
1)		
2)		
3)		
4)		
5)		

B- Local Visits

Office/Place Visited	Purpose of visits	Periodicity	Time spent on each visit(including transit time) (in Min.)

C- Conferences/Meetings/Seminars etc.

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D- Original Items of work not connected with receipts seasonal items.

i) Initiated at Officer's own level

Item of work	Periodcity	Time spent on each occasion (In Min.)

ii) Initiated at lower level and scrutinised at officers' level:

Item of work	Periodcity	Time spent on scrutiny on each occasion (In Min.)

Signature:

Dated:

Name of the Ministry/Office..... work-load for jobs relating to
Administration & Establishment Section.

Note: The data in all the parts of this proforma may be furnished to the SIU in duplicate.

S. No.	Description of the job	Unit of measurement	Annual Count	Space for use by the SIU
1.	Initial verification of character and antecedents of Govt. servants on their first appointment	Individuals		
2.	Arranging for medical examination on first appointment of a non-gazetted Govt. servant	Individuals		
3.	Offer of appointment and issue of appointment order to non-gazetted staff nominated by UPSC/SSC	a. Nomination memos from M.H.A.		
4.	Opening of personal files and service book for newly recruited nongazetted staff	Individual		
5.	Reverification of character & antecedents of employees engaged on top secret work	a. Individuals b. Occasions on which bulk action taken		
6.	Postings and transfers of non-gazetted staff within the office	Individuals		
7.	Issue of quasi-permancy certificates	Individuals		
8.	Maintaining account of Casual Leave and Restricted Holidays	Individuals		
9.	Grant of leave to Gazetted Officers	Cases		
10.	Grant of regular leave to non-gazetted staff. (for the purpose of item nos. 9 and 10 a case of consists of the initial span of leave and subsequent extensions taken together	Cases		
11.	Calling of annual confidential reports of non-gazetted staff other than class IV staff	Individual		
12.	Calling and processing of returns of immovable property	a. Returns b. Occasions on which returns are called for		

		collectively.		
13.	Calling and processing of returns of immovavle property	Cases		
14.	Scrutiny or issue of sanction to the acquisition or disposal of movable or immovable property under rule 18 of the CCS(Conduct) Rules, 1964	Cases		
15.	Annual verification of service of non-gazetted staff	Individual		
16.	Forwarding of application for higher posts in response to departmental requisitions	a. Occasions b. Applications for UPSC exam. c. Other applications.		
17.	Forwarding of application for higher posts outside the Ministry Office in response to advertisement in newspaper	a. Occasions b. Applications		
18.	Circular of general orders etc. received from other ministries etc. to the various branches/office of the Ministry	a. Orders for information only		
19.	Fixation of pay under FR 22C on promotion of non-gazetted staff	Individuals		
20.	Preparation of periodical increment certificate	Incrments		
21.	Grant of Children's Education Allowance	Applications		
22.	Issuing of sanctions for drawal of daily allowance beyond the prescribed period at places of hald on tour in relaxation of S.R. 73	Cases		
23.	Issue of sanctions for air journey on tour in the case of non-entitled officers where the sanction is accorded by an officer whithin the organisation	Cases		
24.	Verification by Sectt. Branch of the facts in the applications for grant of advance of leave salary	Cases		
25.	Sanction of advances of pay & T.A. on transfer of Govt. servants	Cases		

26.	Scrutiny of applications for advance of leave travel concession	Cases		
27.	Passing of leave travel concession claims	Cases		
28.	Grant of Festival Advance	a. Applications b. Occassions on which collective action is taken.		
29.	Grant of advance for purchase of bicycle	a. Applications b. Sanction		
30.	Grant of advance for purchase of motor car/motor cycle	Cases materialising in payment of advance		
31.	Grant of advance to Class IV employees for purchase of Table Fans	a. Applications b. Occassions on which put up.		
32.	Nominations for family pension and death-cum-retirement gratuity under the liberalised pension rules	Nominations		
33.	Issue of new CGHS identity cards/temporary permits	Permanent cards		
34.	Change of CGHS Dispensary	Applications		
35.	Additions and deletion of family members in CGHS Cards	Applications		
36.	Transfer of CGHS Index Cards on transfer of a Govt. servants to another Ministry/Office	Cases		
37.	Changes in CGHS Index Cards of Govt. servants coming on transfer from other Ministry/office	Index Cards		
38.	Processing of applications for typewriting test conducted by UPSC/SSC	Applications		
39.	Forwarding of applications for admission/renewal of	Applications		

Name of the Ministry/Office..... work-load for jobs relating to
General (Supplies and Services)

Sections:

S. No.	Description of the job	Unit of measurement	Annual Count	Space for use by the SIU
1.	Issue of Identity Cards	Cards		
2.	Passing of bills in respect of photographs for identity cards			
3.	Issue of permits for taking out office files, typewriters, from security zone	Permits etc.		
4.	Applications for allotment of Govt. Residential accommodation	a. Applications b. Occasions on which invited.		
5.	Recaning of Chairs, Benches etc. and passing of bills therefore,	a. Bills b. Job cards		
6.	Declaring items of furniture and other miscellaneous articles as unservicable	Item included in the report to the DGS&D		
7.	Issue and replacement from stock of articles of furniture and miscellaneous articles like jug, hand bags, etc.	Requisitions		
8.	Disposal of condemned typewriters, calculators, comptometers, etc. through DGS&D	a. Machines b. Occasions		
9.	Destruction and disposal of old records	Files		
10.	Disposal of unserviceable stores by auction through the DGS&D	a. Items b. Occasions		
11.	Verification of stock of furniture	a. Item b. Annual frequency		
12.	Approval of estimates for repairs to typewriters, calculators, comptometers etc. including action involved in declaring the machines condemned but excluding the actual disposal of condemned machines			
13.	Passing of bills for repairs to typewriters, calculators, comptometers etc. other than	Bills		

	quarterly C.O.A. Bills			
14.	Payment of bills for quarterly servicing the typewriters	a. Typewriters b. Bills		
15.	Reparis to office bicycles and passing of bills therefor	Items of repairs		
16.	Distribution of tyres and tubes	Tyres and tubes		
17.	Procurement, receipts and supply of cycle tyres and tubes from the approved firm as against the DGS&D rate contract	a. Indents b. Items		
18.	Preparation and progressing of the indents of stationary	Items		
19.	Receipt of stationery from the local Regional Stationery Deptt.	a. Occasions of receipts of stationery b. Items		
20.	Distribution of stationery	a. Regular indents b. Slips for adhoc supply		
21.	Local purchase of rubber stamps and passing of bills therefor	a. Stamps b. Bills		
22.	Obtaining rubber stamps from the Chief C.P. & S., Calcuttaq	a. Stamps b. Occasions on which demands consolidated and stamps received		
23.	Petty local purchase and repairs of miscellaneous articles for office use	Occasions on which a. only one type of articles is purchased. b. More than one type of articles are purchased		
24.	Passing bills for petty local purchase and repairs of miscellaneous articles for office use	Bills		
25.	Obtaining forms, engagement diaries	Categorises		

	card.. calenders and refils from the govt. of India Forms Stores Calcutta			
26.	Obtaining for Ministries the supply on one or more occasion of Wall Calenders, prestige diaries and utility diaries from Director of Advertising and Visual publicity/Manager Forms Stores, Calcutta			
27.	Getting books and registers etc. bound from the market and passing of bills therefor	a. Requisitions b. bills		
28.	Shifting of telephone	Shifting		
29.	Passing of bills for damage to telephone equipment	Bills		
30.	Passing of bills for additional entries in telephone directory	a. Bills b. Occasions on which bills are put up		
31.	Passing of telephone bills for rental charges etc.	a. Bills b. Occasions on which bills are put up		
32.	Passing telephone bills or trunk calls	a. Bills excluding bills for private calls. b. Bills for private calls		
33.	Placing supply orders for Articles of livery	a. Individuals b. Indents.		
34.	Obtaining supply of items of winter for class IV staff etc. through out station firms on rate contract with DGS&D	a. Consignments. b. Items		
35.	Stiching of summer and winter uniforms through SWR Dte.	Individuals entitles to uniform		
36.	Passing of bills for uniforms stiched by SWR, Dte.	Bills		
37.	Distrbution of articles of livery	Individuals		
38.	Forwarding of applications for the supply of refrigerators and electric	Occasions		

	fans to the Dte. Of Estates/CPWD			
39.	Supply of air-conditioning units/gulmarg coolers/Desert collers for officers room	a. Air-conditioning Unit. b. Gulmarg Coolers. c. Desert coolers		
40.	Supply of electric table fans for use in the office (hired from market or obtained)	Fans		
41.	Washing and issue of linen such as towels, sofa covers, table covers etc.	Pieces of linen		
42.	Preparation of monthly summary of the log book for staff cars	Item		
43.	Booking of Staff car	Bookings		
44.	Preparation of vouchers for petty contingent expenditure on coolie charges and cartage etc. (excluding consolidated bills for a number of persons in the case of waterman)	Vouchers		
45.	Obtaining temporary passes from the Ministry of Home Affairs	Passes		
46.	Processing of monthly waiting list for the allotment of Govt. residential accomodation received from the Dte. Of Estates	Individuals affected		
47.	Issue of guarantee for Electric Water and Power charges	Applications		
48.	Processing of miscellaneous representations etc of the staff to the Dte. Of Estates about Govt. residential accomodation	Applications		
49.	Initiating to budget branch the amount/book adjustment on account of indent or orders placed by the General Branch for samples like liveries, bulks, steel almirah etc.	Occasions		

Name of the Ministry/Office.....
 Workload for jobs relating to Cash Branch

S. No.	Description of the job	Unit of measurement	Annual Count	Space for use by the SIU	Ramarks
1	2	3	4	5	6
1.	Preparation of monthly pay bills of gazetted officers	Bills			
2.	Preparation of monthly pay bills of non-gazetted establishment	a. Individuals b. Bills (monthly)			
3.	Preparation of bills for overtime allowance	a. Individuals b. Bills			
4.	Preparation of Leave Travel Concessions advance bills for non-gazetted establishment	Bills			
5.	Preparation of Leave Travel Concessions advance bills for gazetted officers	Bills			
6.	Preparation of Exchange order for obtaining air tickets by officers	Exchange order			
7.	Settlement of air passage invoices of the Indian Air Lines Corporation for Air Journey performed by officers by obtaining tickets on the strength of exchange orders	a. Invoices b. Occasions on which put up			
8.	Preparation of bills for advance of pay and T.A. on transfer of a Govt. servant	Bills			
9.	Preparation of T.A. Bills for transfer of officers and non-gazetted	Bills			
10.	Preparation of bills for advance of T.A. of tour to officers and staff	Bills			
11.	Preparation of tour T.A. bills for Gazetted Officers	a. Bills b. Journey (exclg. halts)			
12.	Preparation of bills for drawal of Festival Advance	a. Individuals b. Bills			
13.	Grant of temporary advance	Cases			
14.	Preparation of bills for drawal of advance from GPF of non-gazetted employees	Bills			
15.	Grant of non-refundable withdrawal from GPF	Cases			
16.	Preparation of bills for non-refundable withdrawal from the GPF in respect of gazetted officers	Bills			
17.	Preparation of bills for non-refundable withdrawal from the GPF in respect of non-gazetted officers	Bills			
18.	Preparation of bills for drawal of advance from GPF in respect of gazetted officers	Bills			
19.	Preparation of a gazetted officers bills for	Bills			

	withdrawal from GPF for financing insurance policies				
20.	Preparation of bills for withdrawal from GPF for financing life insurance policies of non-gazetted establishment	Bills			
21.	Preparation of contingent bills	a. Bills b. Sub-vouchers			
22.	Forwarding to audit officer payees receipts for the amount drawn on contingent bills	a. Occasions b. Receipts			
23.	Preparation of contingent bills (advance payment)	a. Bills b. Sub-vouchers			
24.	Preparation of contingent (endorsement) bills	a. Bills b. Sub-vouchers			
25.	Preparation of contingent bills for renewal of postage stamps	Occasions on which stamps obtained			
26.	Preparation of bill for drawal	a. Bills b. Individuals			
27.	Preparation of bills for drawal of motor-cycle advance of non-gazetted employees	Bills			
28.	Preparation of bills for advance of leave salary for non-gazetted officers	Bills			
29.	Preparation of bills for advance of leave salary to gazetted officers	Bills			
30.	Preparation of bills for drawal of motor car advance	Bills			
31.	Preparation of bill for honorarium/cash awards sanctioned to staff	Bills			
32.	Despatch of bills of gazetted officers to the treasury and receipt and distribution of the cheque therefor to the officers concerned	Bills			
33.	Making entries of bills, cheques, bills, etc. in the bill register and token register for non-gazetted establishment and preparing acknowledgements for bills	Bills			
34.	Processing of cheques for bills received from Treasury	Bills			
35.	Preparation of acquittance rolls	Individuals per acquittance rolls			
36.	Scrutiny of and action on the acquittance rolls after disbursement of pay by the Section Officer	Individuals listed in the A.Rs			
37.	Distribution of the monthly salary of the staff through the Section Supervisors	Acquittance rolls			
38.	Disbursement of claims of individuals in the Cash Branch	Payment			

39.	Preparation of challans for depositing cash in the Bank/Treasury	Challans			
40.	Remittance of cash by money orders	Money orders			
41.	Writing of the cash book and closing it	a. Entries on receipt side and payment side b. Transaction days			
42.	Submitting to the Min. of Finance quarterly statement of overtime allowance paid to the staff	a. Statements b. Individuals			
43.	Submitting Income tax form Calculating of Income Tax/Govt. servants assessed to Income Tax	Officer			
44.	Preparation of return under Section 21 of the Income Tax Act for non-gazetted Income Tax Payers	Individuals			
45.	Maintenance of GPF Accounts of Class IV employees	Accounts			
46.	Scrutiny, consolidation and despatch to PAO of reports and returns of GPF Accounts	Sub-offices			
47.	Preparation and issue of GPF account statements of Class IV	Slips			
48.	Application of non-gazetted staff for admission to the GPF	Entries			
49.	Posting of recoveries relating to House Rent in the monthly pay bills of non-gazetted staff from the rent Demand statement	Entries			
50.	Making recoveries in R/O courts attachment orders	a. Attachment orders b. Recoveries			
51.	Preparation of LPCs of non-gazetted officers	LPCs			
52.	Issue of Service postage stamps	Occasions			
53.	Calculation of interest on advance i) For purchase of bicycle ii) General provident fund iii) For purchase of fans iv) For purchase of motor-cycle & scooters etc. v) For house building purchase	Cases Cases Cases Cases Cases			

Name of Office :
Name of Section :

Statement showing original items of work/seasonal items of work and not covered by disposal of receipt (All work which is initiated in the Branch suo-moto to be indicated here)

S.No.	Items of work	Annual frequency (no. of occasions in which the activity at sl. No. 2 performed)	Average time per unit spent by		No. of receipts covered, if any	Remarks, if any
			Dealing Hand (in Min)	Supervisor (in Min)		
1	2	3	4	5	6	7

Certified that all original/seasonal items of work have been covered.

Signature:
Dated:

Name of the Ministry/Office.....
 Work load jobs relating to Central Registry (Receipt & Issue)

S. No.	Description of the job	Unit of measurement	Annual Count	Space for use by the SIU
1	2	3	4	5
1.	Receipt of local dak	Receipts		
2.	Receipt of Registered postal dak	Covers		
3.	Diarising receipts in receipt register and preparing challans	Receipts		
4.	Opening postal dak (including sorting of covers, communications which are not in the form of covers are to be excluded from the count against this item)	Covers		
5.	Marking and sorting of dak (other than secret dak) in R&I form transmission to dealing sections	Receipts		
6.	Receipt of drafts in R&I from Section for typing and issue	Drafts		
7.	Return of drafts to Section after having been typed and issued	Drafts		
8.	Submitting fair (typed) copies of drafts to officers for signature	Drafts		
9.	Issue of unregistered postal dak (other than circulars etc issued according to standard mailing list): a. When covers are prepared in the Sections b. When covers are prepared in R&I Branch	Covers Covers		
10.	Issue of registered postal dak (other than Secret dak)	Covers		
11.	Issue of circulars letter by post to standard addresses	Covers		
12.	Issue of local dak received from Sections	Challans		
13.	Checking the bills for telegrams issued against the deposit account	a. Bills b. Items		
14.	Cyclostyling copies from stencils by: i) manual operation of the machine ii) power operated machiens	Pages Cyclostyled		

LIBRARIES

Name of Section: Library

S. No.	Items of work	Annual frequency	Time per unit	Annual no. of receipts
1	2	3	4	5
1.	Placing of orders for purchase of publications	1. Books purchase 2. Books selected		
2.	Passing of bills for books purchased for the library	1. Bills passed 2. Books involved		
3.	Accessioning of books	Book accessioned		
4.	Classification of publications	Publications classified		
5.	Cataloguing of books	1. Books catalogued 2. Cards prepared in addition to the main entry cards		
6.	Registration of members for the library	Applications issued		
7.	Issue of no demand certificates	Certificates issued		
8.	Issue of publications to readers and their receipt back	1. Publications issued 2. Publications received back		
9.	Issue of reminders to borrowers for the return of books	Reminders issued		
10.	Receipt & recording of periodicals	1. Periodicals issued where both the parcels cards and check cards are maintained. 2. Periodical issued where one card is maintained		
11.	Circulation of periodicals to officers/branches	Periodicals circulated		
12.	Shelving of books	Book Shelved		
13.	Taking out books and periodicals from the shelves	Books/periodicals		
14.	Binding of Library books	Books		
15.	Passing of bill received from book binders	Bills		
16.	Compilation of detailed Bibliographies	1. Bibliographies 2. no. of entries		
17.	Compilation of bulletin for source material	Entries in the Bulletin		
18.	Physical verification of books	Books verified		
19.	Pasting of correction slips	No. of corrections slips pasted		
20.	Tidying up of books	No. of volumes instock		

FORM B-VII**Statement of work done by the Lower Division Clerks/MTS (other than typists)**

Ministry/Department :
Section :
Period : from.....to.....

S.No.	Item of work	Annual frequency
1.	Whether e-office is being used for diary of receipts/movement of files	Yes/No
2.	No. of receipts diarized.	
3.	i) Recording of movement of files (no. of file movement) ii) Recording of movement of Diary Register (No. of Diary movements)	
4.	No. of entries of papers sent to R&I for issue	
5.	No. of Peon Books entries	
6.	Preparation of U.O. Challans (No. of challans)	
7.	Preparation of envelopes (if done in sections) (no. of envelopes prepared)	
8.	Entry of particulars of new files in files register and giving number etc. to files (Number of new files opened)	
9.	Indexing of files (number of Index slips prepared)	
10.	Recording of files (number of files recorded and marked in register).	
11.	Weeding of files (Number of files weeded)	
12.	Preparation of weekly arrears statement.	
13.	Preparation of history sheets of cases pending disposal over a month and sending the monthly reports. (Number of history sheets prepared)	
14.	Any other type of work (please specify)	

Signature of the Section Officer

Basic data in respect of officers

Name of office:.....
Designation:.....
Section/Division/Units controlled.....
Period with dates.....

A – TOURS UNDERTAKEN

Place visited	Purpose of the visit	Duration of Tour	
		Date & time of departure from HQ	Date & time of arrival at HQ
1)			
2)			
3)			
4)			
5)			

B- LOCAL VISITS

Office/Place visited	Purpose of the visits	Time spent on visit
1)		
2)		
3)		
4)		
5)		

C – LOCAL VISITS

- 1)
- 2)
- 3)
- 4)
- 5)

D – Original Items of work not connected with receipts seasonal items:

i) Initiated at Officer's own level

Sl.No.	Item of work	Time spent
1.		
2.		
3.		
4.		
5.		

ii) Initiated at lower level and scrutinized at officer's level

Sl.No.	Item of work	Time spent on actual scrutiny
1.		
2.		
3.		
4.		
5.		