

NORTHEAST FRONTIER RAILWAY



WORK STUDY REPORT

ON

**REVIEW OF STAFF STRENGTH OF PORTER UNDER SR DCM APDJ OF ALIPUDUAR
DIVISION.**

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STUDY NO. WSNF/ 78/2018 -19

CASE NO. Z/375/10/78/2018 -19

CENTRAL PLANNING ORGANISATION

N. F. RAILWAY/MALIGAON

GUWAHATI - 781011.

EXECUTIVE SUMMARY

SUBJECT : Review of Staff Strength of Porter under Sr DCM/APDJ of Alipuarduar Division.

STUDY NO : **WSNF/78/2018-19**

CASE NO : **Z/375/10/78/2018-19**

AUTHORITY : **SDGM/N.F.R.**

CONCERN DIV. : **Sr DCM/APDJ.**

DEPARTMENT : **COMMERCIAL.**

DATE OF COMMENCEMENT : **11/12/2018**

DATE OF COMPLETION : **17/12/2018**

DATE OF SUBMISSION : **17/12/2018**

TERMS OF REFERENCE:

Approved annual Programme of Work Study.

NOS. OF RECOMMENDATION: 1(One)

In this work study 18 nos. of vacant posts of Porter has identified as surplus and proposed for surrender.

PROJECTED MAN POWER: **18 Posts.**

PROJECTED FINANCIAL SAVING: **Rs 80.49 Lakhs per annum.**

MONTH AND YEAR OF CIRCULATION: **DEC/2018**

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CHAPTER-1

1. INTRODUCTION

The Railway administration has to make the best use of its resources including manpower keeping them at the optimum level to attain the financial viability. Taking into consideration to this objectives, The Railway Board has emphasized to take up review of staff strength of various departments in the Railway. In pursuance of this policy of Railway Board, the central planning Organisation of N.F.Railway/Maligaon has conducted this work study on requirements of Porter under Sr DCM/APDJ of APDJ Division.

1.1 RATIONALE FOR CONDUCTING THIS STUDY:

- Man power is the most costly and precious resource over Indian Railway and right sizing is the need of the hour.
- Focusing attention on core activities by reducing/elimination of non- core activities.
- Improving the efficiency (output/input) either by improving the output (numerator) or by decreasing the input (denominator).
- Up-gradation/introduction of automation/innovations
- Outsourcing of noncore activity.
- Availability of better process/technology.
- Reducing/removing redundancy in work.

1.2 AUTHORITY:

SDGM of N.F.Railway.

1.3 TERMS OF REFERENCE:

Approved Annual Work Study Programme

1.4 METHODOLOGY:

- a) Collection of data relating to workload.
- b) Discussion with Sr DCM/APDJ & Subordinates and obtaining their views.
- c) Assess the workload for Commercial /field activity.
- d) Assess the workload for APDJ division's field units.
- e) Assess the staff requirements for the above workload.

1.5 ACKNOWLEDGEMENT:

Work study team is grateful to Sri S.Sen Sr DCM/APDJ, Sri P.Neog ACM/APDJ, for their kind guidance and co-operation for conducting this study. The work study team is thankful to Sri B.D.Sarma CCMI/APDJ for his assistance rendered to the work study team for conducting the subject study.

- 1.6.** Sr DCM/APDJ has nominated Sri P.Neog ACM/APDJ as associated officer and Sri B.D.Sarma CCMI/APDJ as associated supervisor for the said study (placed as Annex-I)

CHAPTER-II

SUMMARY OF WORK LOAD

2.1. Activities and Work load of Porter

1. Collect in report from the Guard, handover caution order etc. to the Guard and Driver.
2. Ringing of warning/departure bell for all passenger trains.
3. Hand over token.
4. To attend B/Van of all passenger trains for parcel packages.
5. To take all memos, T/409 to all concerned as and when directed by SM.
6. To carry clamps, padlocks as and when required.
7. For loading/unloading of Guards/Crew line Box, safety equipment and B/Van equipment etc. as and when required.
8. Assist P/Man in some shunting for coupling frequently.

STATION WISE DISTRIBUTION OF PORTER OF ALIPUDUAR DIVISION

SN	Station	Category	Pay band	Grade pay	BOS	On Roll strength
1	APDJ	Sr Porter(DC)	5200-20200	1800	10	8
		Sr Porter(RG)	5200-20200	1800	2	3
		Sr Porter(LR)	5200-20200	1800	2	1
2	RVK	Sr Porter(DC)	5200-20200	1800	1	1
3	KCF	Sr Porter(DC)	5200-20200	1800	1	1
4	HSA	Sr Porter(RG)	5200-20200	1800	1	1
		Sr Porter(LR)	5200-20200	1800	1	0
5	SMTA	Sr Porter(DC)	5200-20200	1800	1	0
		Sr Porter(RG)	5200-20200	1800	1	0
6	KAMG	Sr Porter(DC)	5200-20200	1800	2	1
		Sr Porter(RG)	5200-20200	1800	1	0
7	JOQ	Sr Porter(DC)	5200-20200	1800	1	1
		Sr Porter(RG)	5200-20200	1800	1	0
8	FKM	Sr Porter(DC)	5200-20200	1800	3	1
		Sr Porter(RG)	5200-20200	1800	1	0
		Sr Porter(LR)	5200-20200	1800	2	0
9	KOJ	Sr Porter(DC)	5200-20200	1800	3	1

		Sr Porter(RG)	5200-20200	1800	1	0
10	SLKX	Sr Porter(DC)	5200-20200	1800	2	1
		Sr Porter(RG)	5200-20200	1800	1	0
11	BSGN	Sr Porter(DC)	5200-20200	1800	1	1
		Sr Porter(RG)	5200-20200	1800	1	0
12	DTX	Sr Porter(DC)	5200-20200	1800	1	1
13	BSI	Sr Porter(DC)	5200-20200	1800	1	0
14	DBB	Sr Porter(RG)	5200-20200	1800	2	1
15	GOGH	Sr Porter(DC)	5200-20200	1800	2	1
		Sr Porter(RG)	5200-20200	1800	1	0
16	CROA	Sr Porter(DC)	5200-20200	1800	1	1
17	NOQ	Sr Porter(DC)	5200-20200	1800	3	2
		Sr Porter(RG)	5200-20200	1800	1	0
18	NBS	Sr Porter(DC)	5200-20200	1800	1	0
		Sr Porter(RG)	5200-20200	1800	1	0
19	NCB	Sr Porter(DC)	5200-20200	1800	3	2
		Sr Porter(RG)	5200-20200	1800	1	0
		Sr Porter(LR)	5200-20200	1800	1	0
20	NCB	Sr Porter(DC) (Under PRS /NCB)	5200-20200	1800	1	1
21	PQZ	Sr Porter(DC)	5200-20200	1800	1	0
22	SJRR	Sr Porter(DC)	5200-20200	1800	1	1
23	GUZ	Sr Porter(DC)	5200-20200	1800	1	1
		Sr Porter(RG)	5200-20200	1800	1	0
24	FLK	Sr Porter(DC)	5200-20200	1800	1	1
		Sr Porter(RG)	5200-20200	1800	1	1
25	APDC	Sr Porter(DC)	5200-20200	1800	1	1
		Sr Porter(RG)	5200-20200	1800	1	0
26	COB	Sr Porter(DC)	5200-20200	1800	1	1
		Sr Porter(RG)	5200-20200	1800	1	1
		Sr Porter(LR)	5200-20200	1800	1	0

27	VTG	Sr Porter(DC)	5200-20200	1800	1	0
28	DHH	Sr Porter(DC)	5200-20200	1800	1	1
29	FLM	Sr Porter(DC)	5200-20200	1800	1	1
30	BXT	Sr Porter(DC)	5200-20200	1800	1	1
31	DQG	Sr Porter(DC)	5200-20200	1800	2	0
32	ATM	Sr Porter(DC)	5200-20200	1800	1	0
33	NMX	Sr Porter(DC)	5200-20200	1800	1	1
34	NQH	Sr Porter(DC)	5200-20200	1800	2	1
35	MDT	Sr Porter(DC)	5200-20200	1800	1	1
36	MJE	Sr Porter(DC)	5200-20200	1800	1	1
37	DLO	Sr Porter(DC)	5200-20200	1800	1	1
		Sr Porter(LR)	5200-20200	1800	1	0
38	BNV	Sr Porter(DC)	5200-20200	1800	1	1
39	BNQ	Sr Porter(DC)	5200-20200	1800	1	0
40	CRX	Sr Porter(DC)	5200-20200	1800	2	1
41	NKB	Sr Porter(DC)	5200-20200	1800	1	1
		Sr Porter(RG)	5200-20200	1800	1	0
42	CLD	Sr Porter(DC)	5200-20200	1800	1	1
43	NMZ	Sr Porter(DC)	5200-20200	1800	2	1
		Sr Porter(RG)	5200-20200	1800	1	0
44	CBD	Sr Porter(DC)	5200-20200	1800	1	0
45	SVQ	Sr Porter(DC)	5200-20200	1800	1	1
46	GLMA	Sr Porter(DC)	5200-20200	1800	1	1

CHAPTER -III

CRITICAL ANALYSIS OF EXISTING WORK LOAD AND

STAFF REQUIREMENTS :

3.1.0. Critical analysis of work load of Porter and identification of surplus posts-

1. Token less Block Instruments and BPAC are provided replacing the Token type Block Instruments at all most all the station under APDJ division , except some stations in branch section. Work load of porter to collect token from the driver and to hand over the token to the driver is off-loaded.

2. Loading/un-loading work of B/Van of all passenger trains are done by private parties, thus work load of porter is also off-loaded. Thus the requirement of porter is reviewed as below-

3.1. EXISTING SANCTIONED AND IDENTIFIED SURPLUS POSTS:

SN	Station	Category	Pay band	Grade pay	BOS	OR	Vac	Identified surplus
1	APDJ	Sr Porter(DC)	5200-20200	1800	10	8	+2	2
		Sr Porter(RG)	5200-20200	1800	2	3	-1	
		Sr Porter(LR)	5200-20200	1800	2	1	+1	
2	RVK	Sr Porter(DC)	5200-20200	1800	1	1	0	
3	KCF	Sr Porter(DC)	5200-20200	1800	1	1	0	
4	HSA	Sr Porter(RG)	5200-20200	1800	1	1	0	
		Sr Porter(LR)	5200-20200	1800	1	0	1	
5	SMTA	Sr Porter(DC)	5200-20200	1800	1	0	1	
		Sr Porter(RG)	5200-20200	1800	1	0	1	1
6	KAMG	Sr Porter(DC)	5200-20200	1800	2	1	1	1
		Sr Porter(RG)	5200-20200	1800	1	0	1	
7	JOQ	Sr Porter(DC)	5200-20200	1800	1	1	0	
		Sr Porter(RG)	5200-20200	1800	1	0	1	
8	FKM	Sr Porter(DC)	5200-20200	1800	3	1	2	
		Sr Porter(RG)	5200-20200	1800	1	0	1	
		Sr Porter(LR)	5200-20200	1800	2	0	2	2
9	KOJ	Sr Porter(DC)	5200-20200	1800	3	1	2	
		Sr Porter(RG)	5200-20200	1800	1	0	1	1
10	SLKX	Sr Porter(DC)	5200-20200	1800	2	1	1	
		Sr Porter(RG)	5200-20200	1800	1	0	1	1
11	BSGN	Sr Porter(DC)	5200-20200	1800	1	1	0	
		Sr Porter(RG)	5200-20200	1800	1	0	1	1
12	DTX	Sr Porter(DC)	5200-20200	1800	1	1	0	
13	BSI	Sr Porter(DC)	5200-20200	1800	1	0	1	1
14	DBB	Sr Porter(RG)	5200-20200	1800	2	1	1	
15	GOGH	Sr Porter(DC)	5200-20200	1800	2	1	1	1
		Sr Porter(RG)	5200-20200	1800	1	0	1	
16	CROA	Sr Porter(DC)	5200-20200	1800	1	1	0	
17	NOQ	Sr Porter(DC)	5200-20200	1800	3	2	1	
		Sr Porter(RG)	5200-20200	1800	1	0	1	

18	NBS	Sr Porter(DC)	5200-20200	1800	1	0	1	
		Sr Porter(RG)	5200-20200	1800	1	0	1	
19	NCB	Sr Porter(DC)	5200-20200	1800	3	2	1	1
		Sr Porter(RG)	5200-20200	1800	1	0	1	
		Sr Porter(LR)	5200-20200	1800	1	0	1	
20	NCB	Sr Porter(DC) (Under PRS /NCB)	5200-20200	1800	1	1	0	
21	PQZ	Sr Porter(DC)	5200-20200	1800	1	0	1	1
22	SJRR	Sr Porter(DC)	5200-20200	1800	1	1	0	
23	GUZ	Sr Porter(DC)	5200-20200	1800	1	1	0	
		Sr Porter(RG)	5200-20200	1800	1	0	1	
24	FLK	Sr Porter(DC)	5200-20200	1800	1	1	0	
		Sr Porter(RG)	5200-20200	1800	1	1	0	
25	APDC	Sr Porter(DC)	5200-20200	1800	1	1	0	
		Sr Porter(RG)	5200-20200	1800	1	0	1	1
26	COB	Sr Porter(DC)	5200-20200	1800	1	1	0	
		Sr Porter(RG)	5200-20200	1800	1	1	0	
		Sr Porter(LR)	5200-20200	1800	1	0	1	
27	VTG	Sr Porter(DC)	5200-20200	1800	1	0	1	1
28	DHH	Sr Porter(DC)	5200-20200	1800	1	1	0	
29	FLM	Sr Porter(DC)	5200-20200	1800	1	1	0	
30	BXT	Sr Porter(DC)	5200-20200	1800	1	1	0	
31	DQG	Sr Porter(DC)	5200-20200	1800	2	0	2	
32	ATM	Sr Porter(DC)	5200-20200	1800	1	0	1	
33	NMX	Sr Porter(DC)	5200-20200	1800	1	1	0	
34	NQH	Sr Porter(DC)	5200-20200	1800	2	1	1	1
35	MDT	Sr Porter(DC)	5200-20200	1800	1	1	0	

36	MJE	Sr Porter(DC)	5200-20200	1800	1	1	0	
37	DLO	Sr Porter(DC)	5200-20200	1800	1	1	0	
		Sr Porter(LR)	5200-20200	1800	1	0	1	
38	BNV	Sr Porter(DC)	5200-20200	1800	1	1	0	
39	BNQ	Sr Porter(DC)	5200-20200	1800	1	0	1	
40	CRX	Sr Porter(DC)	5200-20200	1800	2	1	1	1
41	NKB	Sr Porter(DC)	5200-20200	1800	1	1	0	
		Sr Porter(RG)	5200-20200	1800	1	0	1	
42	CLD	Sr Porter(DC)	5200-20200	1800	1	1	0	
43	NMZ	Sr Porter(DC)	5200-20200	1800	2	1	1	1
		Sr Porter(RG)	5200-20200	1800	1	0	1	
44	CBD	Sr Porter(DC)	5200-20200	1800	1	0	1	
45	SVQ	Sr Porter(DC)	5200-20200	1800	1	1	0	
46	GLMA	Sr Porter(DC)	5200-20200	1800	1	1	0	
			TOTAL		98	52	46	18

CHAPTER-IV

RECOMMENDATION

In this work study 18 nos. of vacant posts of Porter has identified as surplus and proposed for surrender, which may be deleted from the working BOS.

CHAPTER- V

FINANCIAL IMPLICATION

SN	Category	Pay Band	G/Pay	Basic Pay in Rs	Revised Pay as per 7 th CPC	Salary per annum in INR	Nos. of posts proposed for surrender	Total amount in Rs
1	Porter	5200-20200/-	1800/-	14,500	37,265	4,47,180	18	80,49,240
						TOTAL		80,49,240

5.1. PROJECTED FINANCIAL SAVINGS PER ANNUM

Rs.80.49 Lakhs (say) per annum

CHAPTER - VI

6.0. READY RECKONER

Pay Band	GP	Mean pay	Basic Pay in Rs	M.F. of 7th CPC(2.57) & revised Pay	Salary per annum in INR
9300-34800	4600	22050	26,650	68,490.5	8,21,886
9300-34800	4200	22050	26,250	67,462.5	8,09,550
5200-20200	2800	12700	15,500	39,835	4,78,020
5200-20200	2400	12700	15,100	38,807	4,65,684
5200-20200	2000	12700	14,700	37,779	4,53,348
5200-20200	1900	12700	14,600	37,522	4,50,264
5200-20200	1800	12700	14,500	37,265	4,47,180