



**WORK STUDY REPORT**

**ON**

**REVIEW OF STAFF STRENGTH OF CLERK, W.R.BEARER, AND OTHER  
DIMINISHING CATAGORY UNDER Sr.DCM/KIR OF KATIHAR DIVISION**

**GUIDED BY:**

**SHRI R.K.MANGLA, SDGM.**

**SHRI L. R. WARY, EO.**

**CO-ORDINATING OFFICERS & PERSONNEL**

**SHRI V.M.DWIVEDI, Sr.DCM/KIR.**

**SHRI B. DAS, ACM/II/KIR.**

**SHRI A.K.SINGH, CCMI/KIR**

**CONDUCTED BY:**

**SHRI A. BARUAH, WSI.**

**SHRI B. R. GHOSE DASTIDAR, WSI.**

**STUDY NO. WSNF/66/2018-19.**

**CASE NO. Z/375/10/66/2018-19**

**CENTRAL PLANNING ORGANISATION**

**N. F. RAILWAY/MALIGAON**

**GUWAHATI - 781011.**

## EXECUTIVE SUMMARY

**SUBJECT : WORK STUDY ON REVIEW OF STAFF STRENGTH CLERK,  
W.R.BEARER, AND OTHER DIMINISHING CATAGORY UNDER  
Sr.DCM/KIR OF KATIHAR DIVISION**

<b>STUDY NO</b>	<b>:</b>	<b>WSNF/66/2018-19</b>
<b>CASE NO</b>	<b>:</b>	<b>Z/375/10/66/2018-19</b>
<b>AUTHORITY</b>	<b>:</b>	<b>SDGM/N.F.R.</b>
<b>CONCERN DIV.</b>	<b>:</b>	<b>KATIHAR.</b>
<b>DEPARTMENT</b>	<b>:</b>	<b>COMMERCIAL.</b>
<b>DATE OF COMMENCEMENT</b>	<b>:</b>	<b>09.10.2018</b>
<b>DATE OF COMPLETION</b>	<b>:</b>	<b>26.12.2018</b>
<b>DATE OF SUBMISSION</b>	<b>:</b>	<b>27.12.2018</b>

### TERMS OF REFERENCE:

Approved Annual study programme.

### NOS. OF RECOMMENDATION: 1 (One).

The study team has identified total 27 nos. of vacant Posts of different categories (OS- 4, Jr Clerk-1, RH Bearer-2, W.R. Bearer-2, Seal Man-4, MarkMan-5, Aya-1, StoreClerk-1, HdCook-2, Cook-1, Bearer-1, Asstt Cook-1 & Hamal-2) as surplus and proposed for surrender.

PROJECTED MAN POWER : 27 Posts.

PROJECTED FINANCIAL SAVING : Rs 135.97 lakh per annum (approx.)

MONTH AND YEAR OF CIRCULATION : DEC/2018.

## **I N D E X**

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## **CHAPTER – I**

### **1.0. INTRODUCTION:**

**Rail transport** is a commonly used mode of long-distance. Almost all rail operations in India are handled by a state-owned organisation, Indian Railways, Ministry of Railways. The rail network traverses the length and breadth of the country, covering in 2011 a total length of 64,460 kilometres (40,050 mi). It is the 4th largest railway network in the world, transporting 7.651 billion passengers and over 921 million tonnes of freight annually, as of 2011. Its operations cover twenty eight states and three union territories and also provides limited service to Nepal, Bangladesh and Pakistan. Both passenger and freight traffic has seen steady growth, and as per the 2009 Railway budget presented by the Railway Minister, the Indian Railways carried over 7 billion passengers in 2009.

The jurisdiction of **Katihar division** starts from MLDT to BOE, BOE to NJP, KIR to KDPR, KIR-MFA-BOE, NJP to HDB, SQB to OMLF, SINGHABAD to OLD MALDA, BLGT to MLDT, BOE to RDP, NJP to SGUJ, KIR to JBN, SGUJ to AUB, KIR to TNPR, DHR section NJP-SGUJ-KGN-DJ. However, GOI has taken a policy to connect all the states of NE region to the other parts of country through Railway Network providing updated technical support. In view of this, almost all stations is converted into Panel Interlocking System with Multi Aspect Colour Light Signaling system as per standing policy of Indian Railways to provide uni-gauge working.

### **2.0. ACKNOWLEDEMENT :**

Work study team is grateful to Shri V.M.Dwivedi .Sr.DCM/KIR for his kind guidance and co-operation for conducting this study. The work study team is also thankful to Shri B..Das , ACM/II/KIR and Shri A.K.Singh, CCMI/KIR for his assistance rendered to the Work Study team for conducting the subject study.

### **3.0 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 (out put / input) either by improving the output (numerator) or by decreasing the input (denominator).
- Up gradation / introduction of automation / Innovations.
- Outsourcing of non core activity.
- Availability of better process/ technology.
- Reducing/ removing redundancy in work.

### **4.0. TERMS OF REFERENCE :**

Approved Annual Work Study Programme for the year 2018-19

### **5.0. METHODOLOGY:**

#### **a) Discussion with Sr.DCM & the nominated Sr.Subordinate**

During field work, discussion was done with Sr.DCM/KIR regarding aspect and scope of work study on “Review of staff strength Of Clerk , Waiting Room Bearer & Other Diminishing Category Staff under Commercial Department of Katihar Division”.and accordingly,V.M.Dwivedi Sr.DCM/KIR had nominated Shri B..Das, ACM/II/ KIR as Associated Officer and Shri A.K.Singh ,CCMI/KIR & Shri K.J.Singh , CCMI/KNE as Associated Inspector (placed at Annex-I).

#### **b) Collection of data relating to workload**

The working BOS was collected from Sr. DPO/KIR office .

## **CHAPTER-II**

### **2.0. Activities and Work load of Clerk, WR Bearer & Other Diminishing Categories.**

#### **2.1. Duties and Activity of Waiting Room Bearer, RH bearer, seal man, Mark man , cook/hamal , Ministerial staff**

##### **Waiting Room Bearer**

WR bearer is responsible for maintenance of waiting room and to keep record of passenger availed the facility. Also responsible to prevent unauthorised entry of any person.

##### **R.H, Bearer**

R.H, Bearer is responsible for maintenance of ORH

##### **Seal man**

Seal man is responsible to check the intactness of seal and sealing/ re-sealing of wagon & SLR.

##### **Mark man**

Mark man is responsible for marking of consignment number on the wagon & SLR.

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##### **Cook & Hamal**

Cook is responsible to prepare food in the canteen run by Railway Administration.

##### **OS/ Clerk**

In the early days, before introduction of computer in working periphery, ministerial staff had to work manually by pen and paper and by type writer, which was very time consuming process and work load was justified. But after introduction of computer, the work load is reduced by many fold as many facilities are available in computer regarding desk working. In this connection, Railway administration had provided computers to improve working atmosphere.

Even, executives and supervisors are also equipped with computers to do their own work in P.C., which reduces dependency on ministerial staff for clerical job. Thus, redundancy of work load of ministerial staff is caused.

**Staff position of Gr-D and Ministerial Category**

<b>CADRE</b>	<b>CATEGORY</b>	<b>SCALE</b>	<b>GRADE PAY</b>	<b>BOS</b>	<b>ON ROLL</b>	<b>Vac</b>
<b>Clerical</b>	<b>COS</b>	<b>9300- 34,800</b>	<b>4600</b>	<b>3</b>	<b>3</b>	<b>0</b>
	<b>OS</b>	<b>9300- 34,800</b>	<b>4200</b>	<b>20</b>	<b>15</b>	<b>5</b>
	<b>Sr Clerk</b>	<b>5200- 20,200</b>	<b>2800</b>	<b>5</b>	<b>5</b>	<b>0</b>
	<b>Jr Clerk</b>	<b>5200- 20,200</b>	<b>1900</b>	<b>2</b>	<b>0</b>	<b>2</b>
<b>Bearer</b>	<b>RH Bearer</b>	<b>5200- 20,200</b>	<b>1800</b>	<b>5</b>	<b>1</b>	<b>4</b>
	<b>WR Bearer</b>	<b>5200- 20,200</b>	<b>1800</b>	<b>11</b>	<b>8</b>	<b>3</b>
<b>Seal Man</b>	<b>Seal Man</b>	<b>5200- 20,200</b>	<b>1800</b>	<b>7</b>	<b>2</b>	<b>5</b>
<b>Mark Man</b>	<b>Mark Man</b>	<b>5200- 20,200</b>	<b>1800</b>	<b>6</b>	<b>0</b>	<b>6</b>
<b>Aya</b>	<b>Aya</b>	<b>5200- 20,200</b>	<b>1800</b>	<b>11</b>	<b>7</b>	<b>4</b>
<b>Misc</b>	<b>Manager</b>	<b>5200- 20,200</b>	<b>1800</b>	<b>1</b>	<b>1</b>	<b>0</b>
	<b>Store Clerk</b>	<b>5200- 20,200</b>	<b>2000</b>	<b>1</b>	<b>0</b>	<b>1</b>
	<b>Hd Cook</b>	<b>5200- 20,200</b>	<b>2800</b>	<b>2</b>	<b>0</b>	<b>2</b>
	<b>Cook</b>	<b>5200- 20,200</b>	<b>1900</b>	<b>1</b>	<b>0</b>	<b>1</b>
	<b>Bearer</b>	<b>5200- 20,200</b>	<b>1800</b>	<b>6</b>	<b>5</b>	<b>1</b>
	<b>Asstt Cook</b>	<b>5200- 20,200</b>	<b>1800</b>	<b>1</b>	<b>0</b>	<b>1</b>
	<b>Hamal</b>	<b>5200- 20,200</b>	<b>1800</b>	<b>4</b>	<b>2</b>	<b>2</b>
			<b>TOTAL</b>	<b>86</b>	<b>49</b>	<b>37</b>

## **CHAPTER-III**

### **3.0. CRITICAL ANALYSIS OF EXISTING WORKLOAD AND STAFF REQUIREMENTS:**

#### **Waiting Room Bearer**

WR bearer is responsible for maintenance of waiting room and to keep record of passenger availed the facility. Also responsible to prevent unauthorised entry of any person.

This category of staff is replaced by utilising out-sourcing of staff.

#### **R.H, Bearer**

R.H, Bearer is responsible for maintenance of ORH.

This category of staff is replaced by utilising out-sourcing of staff.

#### **Seal man**

Seal man is responsible to check the intactness of seal and sealing/ re-sealing of wagon & SLR.

This category of staff is marked as diminishing category, vide GM(P)/MLG's letter no-E59/III4( C )PtV-B dt-16/10/2000 (Placed as Annex-ii). And present days the concerned party engaged their own representative for this purposes.

#### **Mark man**

Mark man is responsible for marking of consignment number on the wagon & SLR.

This category of staff is marked as diminishing category, vide GM(P)/MLG's letter no-E59/III4( C )PtV-B dt-16/10/2000 (Placed as Annex-ii). And present days the concerned party engaged their own representative for this purposes.

#### **Canteen Manager**

Canteen Manager is responsible to manage the day to day working of canteen run by Railway Administration.

The railway canteen are out-sourced, which causes off-loading of work load

#### **Cook & Hamalchi**

Cook is responsible to prepare food in the canteen run by Railway Administration.

The railway canteen are out-sourced, which causes off-loading of work load

#### **OS/ Clerk**

In the early days, before introduction of computer in working periphery, ministerial staff had to work manually by pen and paper and by type writer, which was very time consuming process and work load was justified. But after introduction of computer, the work load is reduced by many fold as many facilities are available in computer regarding desk working. In this connection, Railway administration had provided computers to improve working atmosphere.

This category of staff is marked as diminishing category, vide GM(P)/MLG's letter no-E59/III4( C )PtV-B dt-16/10/2000 (Placed as Annex-ii).

**Identification of surplus posts and recommendation for surrender**

<b>CADRE</b>	<b>CATEGORY</b>	<b>SCALE</b>	<b>GRADE PAY</b>	<b>BOS</b>	<b>ON ROLL</b>	<b>Vac</b>	<b>Surplus</b>
<b>Clerical</b>	<b>COS</b>	<b>9300-34,800</b>	<b>4600</b>	<b>3</b>	<b>3</b>	<b>0</b>	<b>0</b>
	<b>OS</b>	<b>9300-34,800</b>	<b>4200</b>	<b>20</b>	<b>15</b>	<b>5</b>	<b>4</b>
	<b>Sr Clerk</b>	<b>5200-20,200</b>	<b>2800</b>	<b>5</b>	<b>5</b>	<b>0</b>	<b>0</b>
	<b>Jr Clerk</b>	<b>5200-20,200</b>	<b>1900</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>1</b>
<b>Bearer</b>	<b>RH Bearer</b>	<b>5200-20,200</b>	<b>1800</b>	<b>5</b>	<b>1</b>	<b>4</b>	<b>2</b>
	<b>WR Bearer</b>	<b>5200-20,200</b>	<b>1800</b>	<b>11</b>	<b>8</b>	<b>3</b>	<b>2</b>
<b>Seal Man</b>	<b>Seal Man</b>	<b>5200-20,200</b>	<b>1800</b>	<b>7</b>	<b>2</b>	<b>5</b>	<b>4</b>
<b>Mark Man</b>	<b>Mark Man</b>	<b>5200-20,200</b>	<b>1800</b>	<b>6</b>	<b>0</b>	<b>6</b>	<b>5</b>
<b>Aya</b>	<b>Aya</b>	<b>5200-20,200</b>	<b>1800</b>	<b>11</b>	<b>7</b>	<b>4</b>	<b>1</b>
<b>Misc</b>	<b>Manager</b>	<b>5200-20,200</b>	<b>1800</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>
	<b>Store Clerk</b>	<b>5200-20,200</b>	<b>2000</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>1</b>
	<b>Hd Cook</b>	<b>5200-20,200</b>	<b>2800</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>2</b>
	<b>Cook</b>	<b>5200-20,200</b>	<b>1900</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>1</b>
	<b>Bearer</b>	<b>5200-20,200</b>	<b>1800</b>	<b>6</b>	<b>5</b>	<b>1</b>	<b>1</b>
	<b>Asstt Cook</b>	<b>5200-20,200</b>	<b>1800</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>1</b>
	<b>Hamal</b>	<b>5200-20,200</b>	<b>1800</b>	<b>4</b>	<b>2</b>	<b>2</b>	<b>2</b>
			<b>TOTAL</b>	<b>86</b>	<b>49</b>	<b>37</b>	<b>27</b>

**CHAPTER-IV**

**RECOMMENDATION**

The study team has identified total 27 nos. of vacant Posts of different categories (OS- 4, Jr Clerk-1, RH Bearer-2, W.R. Bearer-2, Seal Man-4, MarkMan-5, Aya-1, StoreClerk-1, HdCook-2, Cook-1, Bearer-1, Asstt Cook-1 & Hamal-2) as surplus and proposed for surrender.



**CHAPTER-V**  
**FINANCIAL IMPLICATION**

**EXPENDITURE / SAVINGS PER ANNUM**

**5.0.** The calculation of total expenditure Grade-wise is furnished below-

SN	Category	Pay Band	G/Pay	Basic Pay in Rs	Revised Pay as per 7 <sup>th</sup> CPC	Salary per annum in INR	posts proposed for surrender	Total amount in Rs
1	OS	9300-34,800	4200	26,650	67,462.5	8,09,550	4	32,38,200
2	Jr Clerk	5200-20,200	1900	14,600	37,522	4,50,264	1	4,50,264
3	RH Bearer	5200-20,200	1800	14,500	37,265	4,47,180	2	8,94,360
4	WR Bearer	5200-20,200	1800	14,500	37,265	4,47,180	2	8,94,360
5	Seal Man	5200-20,200	1800	14,500	37,265	4,47,180	4	17,88,720
6	Mark Man	5200-20,200	1800	14,500	37,265	4,47,180	5	22,35,900
7	Aya	5200-20,200	1800	14,500	37,265	4,47,180	1	4,47,180
8	Store Clerk	5200-20,200	2000	14,700	37,779	4,53,348	1	4,53,348
9	Hd Cook	5200-20,200	2800	15,500	39,835	4,78,020	2	9,56,040
10	Cook	5200-20,200	1900	14,600	37,522	4,50,264	1	4,50,264
11	Bearer	5200-20,200	1800	14,500	37,265	4,47,180	1	4,47,180
12	Asstt Cook	5200-20,200	1800	14,500	37,265	4,47,180	1	4,47,180
13	Hamal	5200-20,200	1800	14,500	37,265	4,47,180	2	8,94,360
							27	1,35,97,356

**1.0. PROJECTED SAVINGS PER ANNUM :**

The related savings against proposed surplus posts is at the tune of Rs 135.97 Lakhs (say) as calculated in above table.

## **CHAPTER - VI**

### **6.0. READY RECKONER**

Pay Band	GP	Mean pay	Basic Pay in Rs	M.F. of 7 <sup>th</sup> & 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
5200-20200	2800	12700	15,500	39,835	4,78,020

