

NORTHEAST FRONTIER RAILWAY



WORK STUDY REPORT ON
“REVIEW OF STAFF STRENGTH UNDER
SSE/WORKS/NGC OF LUMDING DIVISION”

CENTRAL PLANNING ORGANISATION
NORTH EAST FRONTIER RAILWAY
MALIGAON/ GUWAHATI-771011

**CENTRAL PLANNING ORGANISATION
MALIGAON: GUWAHATI: 781011**

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EXECUTIVE SUMMARY

SUBJECT : Work Study on “Review of staff Strength under SSE/Works/NGC of Lumding Division”.

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STUDY NO. : WSNF/ 31/2018-19 **CASE NO.** : Z/375/ 10/18-31

AUTHORITY : SDGM/NF RAILWAY

CONCERN DIVN. : LUMDING **DEPTT.** : Engg.

DATE OF COMMENCEMENT : 25.02.2019

DATE OF COMPLETION : 20.03.2019

DATE OF SUBMISSION : 20.03.209

TERMS OF REFERENCE : To assess the requirement of staff strength under SSE/Works/NGC

TOTAL NO.OF RECOMMENDATION : 1 (one)

SUMMARY OF RECOMMENDATION : *The study team is of the opinion that 19 nos. of posts are surplus in different Grades and Categories, which may be surrendered and deleted from the BOS of SSE/WORKS/NGC.*

PROJECTED SURPLUS POST : 19 nos. posts of various categories.

PROJECTED SAVINGS PER ANNUM : Rs. 1.39 Crore (approx.) only

DATE OF CIRCULATION :

CHAPTER - I

INTRODUCTION

1.1. New Guwahati (NGC) Works Depot falls under the jurisdiction of Lumding Division and is situated 13 KM away from N. F. Railway/HQ/MLG. The colony, road, drain, and Railway stations office buildings, Railway colony and Railway stations water supply including water pipe lines are maintained by this unit. This unit is under functional control of Sr.DEN /C/ Maligaon under LMG Division.

1.2. AUTHORITY :

SDGM/MLG

1.3. TERMS OF REFERENCE

To assess the requirement of staff Strength at SSE/Works/NGC under Lumding Division.

1.4. METHODOLOGY

- a) Discussion with Supervisors and officers.
- b) Data collection in terms of various works involved.
- c) Assessment of workload.
- d) Arriving at staff requirements.

CHAPTER - II

SUMMARY OF WORKLOAD

2.1. The SSE/WORKS/NGC performs duty of both office and field. The works are broadly classified as follows:

- a) Executive works.
- b) Store works.
- c) Establishment work
- d) Industrial Relation & staff welfare etc.

2.2. The normal duty performed by SSE/Works/NGC are:

- i. Inspection and maintenance of service buildings, staff Quarter, FOB & drainage system regularly.
- ii. Account, procurement and periodical verification of stores & tools required for regular revenue maintenance.
- iii. Maintenance of land boundaries of Railway as specified in Engineering code/Manual.
- iv. Execution of new /sanctioned works including Zonal works.
- v. Measurement and bill pertaining to works including correspondence if any.

2.3. WORKLOAD UNDER SSE/WORKS/NGC

a) Residential Quarter total = 1791 units.

Total plinth area of Residential Quarter = 87220.00 Sq.m.

b) Service Building:

Under SSE/Works/NGC there are 24 nos. of service cum office building to be maintained.

Total plinth area of service building = 65257.00 Sq.m.

c) Details of workload under SSE/Works/NGC for the period April'18 to March'19.

Nature of works	No. of complaints	
	Received	Complied
Leaky Roof	133	94
Door changed	235	121
Masonry	304	280
Carpentry	212	190

d) Filter Plant

STATION	NUMBER	TYPE OF FILTER	CAPACITY
NGC	01(Two bed)	Gravity Filter	15,000 gallon / per hour per bed

e) Water Supply

Station	Tap Water	Raw water	No of tube well	No of deep tube well
NGC	Yes	NIL	NIL	03
NNGE	yes	NIL	Nil	1

2.4. Other Workload :

- i) Road = 19122.00 RM
- ii) Drain = 23768.00 RM (Major) and = 23535.00RM. (Minor)
- iii) Bridge Major = 20 RM Minor = 159.00 RM
- iv) PIPE LINE =36700.00 RM
- v) Level crossing (Manned)= 05 , (Un Manned)= NIL
- vi) No. of Trolley = NIL.
- vii) No. of Rest House = NIL.
- viii) RUB (Road under Bridge) = NIL
- ix) FOB (Foot over Bridge) = 01(One)
- x) Retiring Room = NIL
- xi) No. of Go down = 52 Nos.

CHAPTER - III

SUMMARY OF PRESENT STAFF POSITION

3.1. Staff position of SSE/WORKS/NGC

SN	CATEGORY	SCALE	G/PAY	BOS	ON ROLL
1	Tech Carpenter -I	5200-20200	2800	3	1
2	Tech Carpenter -II	5200-20200	2400	2	0
3	Tech Carpenter -III	5200-20200	1900	1	1
4	Sr.Tech B/Smith	9300-34800	4200	1	1
6	Tech B/Smith -I	5200-20200	2800	1	0
7	Tech B/Smith -III	5200-20200	2400	1	0
9	FPO -I	5200-20200	2800	2	0
10	FPO -III	5200-20200	1900	1	0
11	FPO /Helper	5200-20200	1800	1	1
12	Tech Mason -I	5200-20200	2800	2	0
13	Tech Mason -II	5200-20200	2400	2	0
14	Tech Mason -III	5200-20200	1900	1	0
15	Tech S/Mason -I	5200-20200	2800	1	0
16	Plumber -I	5200-20200	2800	1	0
17	Plumber -II	5200-20200	2400	1	0
18	Painter -I	5200-20200	2800	1	0
19	Painter-II	5200-20200	2400	1	0
20	Painter -III	5200-20200	1900	1	1
21	Sr.Tech Carpenter	9300-34800	4200	1	1
22	Khalasi/Helper	5200-20200	1800	19	11
23	Khalasi/Helper-II	5200-20200	1800	2	1
24	Sr.Tech Fitter	9300-34800	4200	1	0
25	Fitter-I	5200-20200	2800	3	0
26	Fitter-II	5200-20200	2400	1	1
27	Fitter-III	5200-20200	1900	1	0
28	Sr.Tech Mason	9300-34800	4200	1	1
TOTAL				53	20

CHAPTER -IV

CRITICAL ANALYSIS AND STAFF REQUIREMENTS

4.1. The Work Study Team critically examined the various activities & work load of SSE/Works/NGC according to the activity-wise observation. It is seen that work load is in decreasing trend. The reason is that numbers of activities are either off loaded or some activities are becoming obsolete. More over now-a-days maximum works are done by the Railway through contractual basis where mere supervision lies on the part of SSE/Works.

4.2. EQUATED WORKLOAD OF SE/WORKS/NGC.

The Equated Plinth areas under SSE/WORKS/ NGC are:

- i) Equated Plinth area of Residential Quarters = $87220.00 \times 0.7 = 61054.00$ Sq.m
- ii) Equated Plinth area of Service/Office Building = $65257.90 \times 1 = 65257.90$ Sq.m
- iii) Equated Plinth area of Road = $19122 \times 1 = 19122$ Sq.m
- iv) Equated Plinth area of Drain = $23768 \times 1 = 23768$ Sq.m
- v) Equated Plinth area of Bridge = $20 \times 1.6 = 32.00$ Sq.m

Total	= 169233.9 Sq.m
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4.3. Requirement of Technical Supervisor:

The workload of SSE/Works/NGCEPA in Sq.m. As recommended vide Diagnostic study Vol- II May'90 issued by RITES, the workload for an in charge may be 40,000 EPA in Sq.m.

Supervisor required	= $169233.9 / 40000 = 4.2$ Nos.
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L.R.	= 0.5
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Total	= 4.7 Nos . i.e. = 5 Nos.
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The Study Team is of the opinion that 5 Nos. of Supervisor may continue to manage the workload of SSE/Works/NGC.

4.4. Requirement of Blacksmith & Painter:

The activities of Blacksmith & Painter are not a routine work & reduced immensely for off loading of some activities. Keeping in view the above facts the study team considered the following staffs which are adequate to meet the requirement.

Against the category of Blacksmith 3 nos. posts (including one Sr.B/Smith) are available in the BOS however there is no staff except one on roll Sr.B/Smith for a long period. Apprehending unforeseen future requirement, together 2 posts of Blacksmith (including one Sr. B/Smith) may be kept against the BOS and **surrender the rest 1 vacant post of Blacksmith**. Similarly against category of Painter there are 3 nos. sanctioned posts against onroll 1 no. staff. **Work study team suggests surrendering the vacant 1 no. post of Painter**, since the most of the works of painting are presently being executed by outsourcing.

4.5. Requirement of FPO & FPO Helper :

There is sanctioned strength of 4 nos. of FPO & FPO Helper whereas only 01 No. of on roll staff. Considering work load 2 nos. of FPO & FPO Helper are adequate to meet the requirement and **suggest surrendering the vacant 2 posts from BOS**. Any unforeseen work load in near future will be dealt by outsourcing. It is to be noted that these category has been largely outsourced in most of the Units of Works deptt.

4.6. Requirement of other allied staff :

Based on the workload vide para 2.3-(c) to (e) at Chapter – II, the following staffs are Considered to be adequate including LR.

- a) **Carpenter:** The replacement of doors of all the Quarters either by PVC or Iron as being done by outsourcing engaging agencies. Thus, the workload of Carpenter drastically reduced. There're 7 nos. of sanctioned strength of Carpenter vice 3 nos. on roll staff including 1 no Sr. Tech Carpenter are available with this Unit. Therefore it is suggested that **4 nos. posts from carpenter category may be deleted from the BOS** against 7 nos. sanctioned post.

- b) **Mason:** Against this category 06 Nos. posts are sanctioned including 1 no. post of Sr. Tech. Mason vice 1 no. on roll staff. Presently masonry works are mostly dealt by out sourcing thus drastically reduced the necessity of Mason under SSE/W's units. Apprehending **these 4 posts may be surrendered from BOS** keeping the rest two vacant posts intact with the apprehension of future unforeseen increased workload.
- c) **Fitter:** Against this category 06 Nos. posts are found sanctioned including 1 nos. post of Sr. Tech. Fitter vice no on roll staff. **3 posts from this category may be surrendered** to achieve financial viability leaving 3 nos. posts intact for any future requirement.
- d) **Helper:** There are 21 Nos. sanctioned posts against Khalasi Helper including LR against 12 nos. on roll staff. Since the said unit is running uninterrupted for long period with 9 nos vacant posts therefore **4 nos. of posts from this category may surrendered** to achieve financial viability leaving 5 nos. posts intact for any future requirement.

CHAPTER -V**SUMMARY OF PROPOSED STAFF & SURPLUS POSTS**

SN	CATEGORY	G/PAY	BOS	ON ROLL	Proposed BOS	surplus
1	Sr.Tech Carpenter	4200	7	1	3	4
2	Tech Carpenter -I	2800		1		
3	Tech Carpenter -II	2400		0		
4	Tech Carpenter -III	1900		1		
6	Sr.Tech B/Smith	4200	3	1	2	1
7	Tech B/Smith -I	2800		0		
9	Tech B/Smith -III	2400		0		
10	FPO -I	2800	4	0	2	2
11	FPO -III	1900		0		
12	FPO /Helper	1800		1		
13	Tech Mason -I	2800	6	0	2	4
14	Tech Mason -II	2400		0		
15	Tech Mason -III	1900		0		
16	Sr.Tech Mason	4200		1		
17	Plumber -I	2800	2	0	2	0
18	Plumber -II	2400		0		
19	Painter -I	2800	3	0	2	1
20	Painter-II	2400		0		
21	Painter -III	1900		1		
23	Khalasi/Helper	1800	21	11	17	4
24	Khalasi/Helper-II	1800		1		
25	Sr.Tech Fitter	4200	6	0	3	3
26	Fitter-I	2800		0		
27	Fitter-II	2400		1		
28	Fitter-III	1900		0		
29	Tech S/Mason -I	2800	1	0	1	0
Total			53	20	34	19

CHAPTER –VI

RECOMMENDATION

The study team is of the opinion that 19 nos. of posts are surplus in different Grades and Categories, which may be surrendered and deleted from the BOS of SSE/WORKS/NGC.

CHAPTER - VII

FINANCIAL IMPLICATION

7.1. EXPENDITURE/ FINANCIAL SAVINGS PER ANNUM AS PER 6TH CPC

A) EXPENDITURE/SURPLUS POST/ANNUM

S N	Category	Pay Band (Rs.)	G. Pay (Rs.)	No. of surplus post	Expenditure per Month(Rs.)	Expenditure per annum (Rs.)
1	Fitter-I	9300-34800	1800	1	34438	413256
2	Fitter-II	9300-34800	2800	1	36813	441756
3	Fitter-III	9300-34800	2400	1	35863	430356
5	Mason	5200-20200	2800	2	73626	883512
8	Mason	5200-20200	2400	2	71726	860712
9	Khalasi/Helper	5200-20200	1800	4	137752	6612096
10	FPO	5200-20200	2800	2	73626	883512
11	B/Smith	5200-20200	1800	1	34438	413256
12	Carpenter	5200-20200	2400	2	71726	1721424
13	Carpenter	5200-20200	1800	2	68876	826512
14	Painter	5200-20200	1800	1	34438	413256
Total				19	673322	13899648

B) PROJECTED FINANCIAL SAVINGS PER ANNUM:

If the recommendation of the study be implemented the financial savings per annum will be Rs. 1.39 Crore (approx.) only.

CHAPTER- VIII

READY RECKONER AS PER 6TH CPC

Pay Band	Mean Pay	GP	DA @125%	SDA@ 12.5%	Salary per Month	Salary per annum
Rs. 9300-34800	22050	4200	32812.5	3281	62343.5	748122
Rs. 5200-20200	12700	2800	19375	1938	36813	441756
Rs. 5200-20200	12700	2400	18875	1888	35863	430356
Rs. 5200-20200	12700	2000	18375	1838	34913	418956
Rs. 5200-20200	12700	1900	18250	1825	34675	416100
Rs. 5200-20200	12700	1800	18125	1813	34438	413256

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