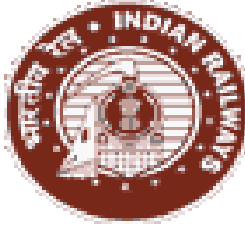


## **NORTHEAST FRONTIER RAILWAY**



### **WORK STUDY REPORT ON REVIEW OF STAFF STRENGTH AT PRINCIPAL CHIEF ENGINEER'S OFFICE/MLG**

**GUIDED BY** : SRI R.K. MANGLA, SDGM  
: SRI L.R.WARY, EO

**BRANCH OFFICER, ASSOCIATED OFFICERS & UNIT INSPECTOR:**

Name of Br. Officer : Sri S.Sarkar,Dy.CE/G

**CONDUCTED BY**

: SRI S.K.GHOSE WSI  
: SRI D. K. DAS WSI

**STUDY NO.** : WSNF/ 43/2018-19

**CASE NO.** : Z/375/ 10/18-43

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

## **INDEX**

<b>Chapters</b>	<b>Contents</b>	<b>Page Nos.</b>
	Title page, Index &Executive Summary	0-2
I	Introduction	3-4
II	Activity/work load and existing staff strength summary of workload	5-9
III	Critical analysis of exisating work load and staff requirement	10-11
IV	Recommendation	12
V	Financial Implication	12
VI	Ready Reckoner	13

**CENTRAL PLANNING ORGANISATION**

MALIGAON: GUWAHATI: 781011

**EXECUTIVE SUMMARY****SUBJECT:***"Review of staff Strength at Principal Chief Engineer's office/MLG"***STUDY NO.**

: WSNF/ 43/2018-19

**CASE NO** : Z/375 /10/18-43**AUTHORITY**

: SDGM/N.F. Railway

**CONCERN DIVN.** : H.Q.**DEPTT:** Engineering.**DATE OF COMMENCEMENT** :16.05.2018**DATE OF COMPLETION** : 05.02.2019**DATE OF SUBMISSION** :05.02.2019**TERMS OF REFERENCE:**“Review of staff Strength at Principal Chief Engineer’s office/MLG”**TOTAL NO.OF RECOMMENDATION:** 01

**SUMMARY OF RECOMMENDATION:**The work study team examining the existing the working system has identified total 33 nos. posts to surrender i.e. 1 post of Material Checker of Pay ( 5200-20200/- &Gr.Pay- 1800) , 1 post in G. Operator ( 5200-20200/- &Gr.Pay- 1900), 1 post in Sr. Ferro Printer ( 5200-20200/- &Gr.Pay- 1800), 1 post in Ferro Khalasi( 5200-20200/- &Gr.Pay- 1800), 1 post in Plan Recorder ( 5200-20200/- &Gr.Pay- 1800), 3 posts in Sr. Record Sorter ( 5200-20200/- &Gr.Pay- 1800), 5 posts in Jr.R/Sorter ( 5200-20200/- &Gr.Pay- 1800), 3 posts in JDR Peon ( 5200-20200/- &Gr.Pay- 1800) , 3 posts in Peon category ( 5200-20200/- &Gr.Pay- 1800) , 1 post in E/ Peon ( 5200-20200/- &Gr.Pay- 1800) , 1 post in Farash ( 5200-20200/- &Gr.Pay- 1800) and above all 12 posts in Trolley man ( 5200-20200/- &Gr.Pay- 1800) which may be deleted from the existing B.O.S .

**Projected surplus posts**

:33 Nos.

Projected savings per annum : ` 1.364Crores per annum

## **CHAPTER - I**

### **1.1 INTRODUCTION:**

Railway administration has made the best use of its resources including manpower keeping them at optimum level to attain financial viability. Taking into consideration to these objectives, the Railway Board have advised to take up review on staff strength of various departments in the Railway. The Board has emphasized to suggest improved methods for economizing the system of reducing wastage of staff expenditures and improve manpower productivity. In pursuance with these policies of Railway Board, the Central Planning Organization of N.F.Railway has conducted on requirement of Ministerial Staff strength at the Office Principal Chief Engineer's Office/MLG

### **1.2 ACKNOWLEDGEMENT:**

The work study team is grateful to Sri S.Sarkar, Dy.CE/G for his kind guidance and co-operation for conducting this study.

### **1.3 RATIONALITY FOR CONDUCTING THIS STUDY:**

- Man power is most costly and precious resource over Indian Railway and Right sizing is the need of the hour.
- Focusing attention on core activities by reducing/eliminating the 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
- Out sourcing of non-core activity.
- Availability of better process/technology.
- Reducing/improving redundancy in work.

## **1.4 METHODOLOGY**

### **a) Discussion with Dy.CE/G/MLG and nominated subordinate**

Before conducting this study a discussion was made with Dy.CE/G/MLG who has been nominated as Branch Officer regarding feasibility of this study and requested for supplying the necessary data for conducting this study.

### **b) The BOS as on 19.05.2018 and the work load (activity) is collected from Pr.CE/MLG's office.**

## **CHAPTER - II**

### **ACTIVITY/WORK LOAD AND EXISTING STAFF STRENGTH SUMMARY OF WORKLOAD**

Ministerial staff of the office of Pr. Chief Engineer's office /MLG are distributed into 10(Ten) sections i.e.(i) Track Procurement Section (TP)(ii) General Section (iii) Bridge General Section (iv) Land Section (v) Work Section (vi)Concrete Sleeper Section (vii) Secretariat Section (viii) Track Section (ix) Planning Section(x) TMC Section (xi) TR Section

**2.1Track Procurement Section:** Procurement of all P.Way fittings, all types of Grooved Rubber Sole Pad, All types of GFN-66 insulating liners, Hook Bolts, Joggled Fish Plates, Fish Bolts, Matel Liners, SEJ, Glued insulated Rail Joints, All types of Bolts, Fan Shaped Switches 1 in 12 and 1 in 8.5, CMS Crossings 1 in 12 and 1 in 8.5, Fittings of 1 in 12 and 1 in 8.5, Level Crossings and any other P.Way material/ Fittings, maintenance of liability register, procurement and arrangement for repairing and servicing of all printers /UPS/Computers, Inspection of Track(TP) Officers.

Audit and accounts report, General correspondence, BG Bonds, Power of Attorney, Partnership deeds, Special letters, Stock Sheets, Court Cases, Tender Notice Register, Selling of Tenders pertaining to Dy. CE/TP.

All establishment matters such as leave, sick, fit, attendance, ACR of staff in the section, any other work/duty assigned by PCE, CE/TP, CPDE, DY.CE/TP, XEN/TP and AXEN/TP.

**2.2General Section:** Man power planning, creation of posts for new assets and LC gates,PNM,RTI,DAR Cases, Parliament questions, union matters, VIP &CAiii references, staff grievances, public complaints, establishment matters of Engg. Staff, transfer, posting, indents for filling vacancies, memorandum submitted by various organization, MORLY, issue of pass, PTO, I-Card, medical card, final settlement, Rajbhasa, library, Seminar, IPWE, GFM's annual narrative report, audit and accounts report, draft para, provisional para, audit para, staff training at ZRTI and DTCs, lost and theft cases, stock sheet of work supervisors, all types of court cases, litigations etc.

### **2.3 Bridge General Section:**

- i) Estimate tender notice, selling of tender, dealing tender documents, contractual work, BG Bonds, Power of Attorney, partnership deeds, LAW 7 WP etc.,
- ii) All audit and accounts inspection, draft report, special letter, court cases, RTI, arbitration, and all parliament questions pertaining to bridge wings, union, PNM and public complaints.
- iii) Purchase of store materials, store requisition indent, advice note, stock sheet, dealing files pertaining to history of bridges. Bridge review and completion of plan inspection of bridge officers, CBEs meeting with state Govt. CBS's conference, CBE's seminar, inspection with PCE, bridge circular.
- iv) ROB, RUB & FOB cases, dealing of policy file pertaining to ROB/RUB/FOB cases, monthly progress report & all other works in connection with ROB/RUB/FOB of all divisions.
- v) Breaches and wash away monsoon precaution hiring of wagons, monsoon reserve stock, FCWs budget expenditure etc.
- vi) Monitoring of bridge inspection & inspection register, BE, impress of FCW, monthly progress of bridges & PCDO, bridge policy, girder policy, corroded girder, distressed bridges, TAC Assam, Bihar, West Bengal and Tripura etc. State committee of engineers, RAW.
- vii) Preparation of salary bills and other bills of FCW section and all other establishment matter of bridge section.
- viii) All typing works of bridge section.
- ix) General correspondence, computerization of bridge list and adaptation of modern technology in bridge section. Re-building of bridges, restoration, repairs, irrigation, workshop, representation.
- x) Establishment matter of general section, Maintaining of CL register, preparation of absentee statement, receive and dispatch of letter i.e. all other pivoting jobs pertaining to bridge general section.

### **2.4 Land Section:**

Dealing with all matters in connection with management of Railway Land. Primarily the cases which are dealing with land section as under. Licensing of Railway land for the purpose of school, religious, grow more food, PC culture, CONCOR etc. Temporary licensing. Long term lease. Details about engrossment of Railway Land relinquishment of Railway land. Maintenance of certified land plans and land record etc. Land related court case, Municipal service taxes. Dealing with audit and accounts inspection note, draft para, provisionary para, audit para etc. Land related RTI, Parliament question, VIP reference, CAiii reference, way leave facilities, preparation of monthly PCDO & MCDO, monitoring of sundry earnings from land utilization, plantation etc.

## **2.5 Work Section:**

Policy on works, Policy on contract matters, tenders, dealing with arbitration cases , registration of contractors for approved list, registration of consultants for sidings, introduction of special tender conditions, processing for longitudinal sections and yard plans of open line and construction organization, revision of schedule of rates and specifications, schedule of power and its revision, world class station, deposited works including siding, water supply & quality of water, estimates/revised estimates pertaining to works other than level crossing track and bridges, system map, correspondence regarding parliament question, RTI, world heritage, replies to all matters connected with audit paras, special letters, draft paras.

## **2.6 Concrete sleeper section:**

Procurement of all types of concrete sleepers i.e. BG,PSC, line sleepers, 1 in 12 T/Out PSC Sleepers, 1 in 8.5 T/Out PSC sleepers, derailing switch PSC sleepers, level crossing, bridge approach, bridge guard, SEJ, level crossing etc.

All works related to flash butt welding of rail joints in the depot at NJP and site (FBWP at Plant and TWR at site).

Monitoring of 6 nos. concrete sleepers in N.F.Railway including implementation of new STR. Preparation of NIT, tender documents, CA, audit and accounts report, general correspondence, BG Bonds, Power of attorney, Partnership deeds, Special letters, Court cases, Tender notice register, Selling of tenders pertaining to Dy.CE/TR & XEN/TM.

All establishment matters such as leave, sick, fit, attendance, ACR of staff in the section, any other work /duty assigned by PCE, CTE, Dy.CE/TR, XEN/TM

## **2.7 Secretariat:**

Divisional MCDO, non-pooled quarters, ADM & BSNL phones, GM's /PCE's conference, inspection note of high officials/ PHODs/HODs/CHODs, inspection policy, memorandums submitted during GM's annual inspection, tour programme of Engineering HODs, maintaining records of incoming and outgoing letters from outside departments/bodies, Engineering stores, Stock/Non-stock items, indents, procurement of official stationeries, tender of Xerox machine/hiring of vehicles, repairing of vehicles, works related with billing for TATA photon, office/general/fuel(for departmental vehicles), imprest, scrutinizing OT Bills, training of officers at IRICEN/Pune and RSC/Vododara/IRSE(P)s/ misc. Training programmes, deputation of staff , standing committee on

Railway, CUG phones, works related with AEN selection, receive and dispatch, leave records of secretariat section, updating railway Board's register and various other general duties.

## **2.8Track(TK):**

Inspection diagram of Divisional officers, arranging traffic block, training out of ballast, movement of engineering materials. Working out of requirement of ballast and at their policy matters. Safety/ accident correspondences. Monsoon/security patrolling, level crossing policy matters. ,reply to letters from VIP in connection with LCs etc. Monthly and other special drives .Motor trolley, Push trolley. PCDO to ME.Compilation of mission items.Punctuality, speed restriction (Temp & Perm).Working time table. Audit/accounts inspection pertaining to TK section, Establishment matter of Dy.CE/TK's section. Training of P.Way staff other than machine staff. LWR related correspondences monitoring progress and distressing. Re-conditioning of P.Way materials and tools. Monitoring of corporate safety, action plane, disaster management. Co-ordination with CGE regarding P.Way cadre, Gang strength, Gang strength monitoring, annual calculation and updating etc. Track circulars, TSC meeting and liason with RDSO. Gauge conversion works. Increasing sectional speed and CRS sanction pertaining to track. Posts creation for new assets.Formation treatment, drainage of yards.Dismantlement of track. Track monitoring TRC, OMS, Toe load testing, corrosion monitoring, painting of rails and welding collars. Planning of USFD testing.Quarterly review of CC+6+2T movement and related correspondences. Quality control of welding, site inspection of welding works including FBWP and follow up action. Rail/weld failure, their complete analysis, and structural and cause wise, avoidable. Inspection of fractured rail pieces of rail/weld, their metallurgical etc.Flat tyre movement and stalling cases.

## **2.9Planning Section:**

Works programme, Annual Budget, Revenue Budget, Distribution of revenue budget allotment, Compilation of Budgetary review, ARE/RE & FME compilation, Expenditure under revenue and allotment & distribution of funds against demand No.16. Appropriation of accounts (both revenue and works). Works related to MP/MLA/VIP/Loksabha, Parliamentary affairs, CA-iii reference, Railway Board reference, Arbitration, Audit & RTI cases, Printing of booklet for pink book and other budgetary & works programme works. Policy for passenger amenity, staff quarters, staff amenity & corporate welfare plan etc. Furnishing data for PCDO, MCDO, Mission item, PWP,LAW, updating of PA booklet and details of quarters (\*under PWP) of Division & Misc works)

**2.10 TMC Section:**

Audit para reply, Railway Board's reply, All matter relating to Budget and expenditure, Policy, Works related tender and other procurements, Imprest matter, AMC matter, Works on review meeting with PCE, CTE, CETP, POH and IOH matter, TMD KYQ matter, TMD NJP matter, Cadre and staff matter, STM procurement, STM policy, M&P, RSP, Inspection notes and schedule maintenance report, PMC health report, HSD requisition, Operator meeting, Correspondence with divisions, Camping coach matters, TA & OTA establishment matter of staff.

**2.11 TR Section:**

- i) Disposal of crape materials of RNY Division and necessary correspondence related to scrap of RNY Division.
- ii) Necessary typing/computerization of works pertaining to RNY Division.
- iii) Maintenance of scrap policy file.
- iv) Disposal of crape materials of KIR Division and necessary correspondence related to scrap of KIR Division.
- v) Timely disposal of audit cases (Special letters, audit report etc pertaining to Track renewal section .
- vi) Necessary typing/computerization of works pertaining to KIR Division.
- vii) Disposal of crape materials of LMG(including MLG unit) and TSK Division and necessary correspondence related to scrap of LMG & TSK Divisions.
- viii) Timely disposal of RTI cases.
- ix) Necessary typing/computerization of works pertaining to MLG unit.
- x) Scrap offered in PCDO
- xi) Arrange for sanction of detailed estimate from competent authority. Collection of sanction copy of all track renewal detailed estimate (Pink book and LAW book). Maintenance of register of detailed estimate.
- xii) Necessary typing/computerization of works pertaining to LMG & TSK division.
- xiii) Disposal of crape materials of APDJ Division and necessary correspondence related to scrap of APDJ Division.
- xiv) Necessary typing/computerization of works pertaining to APDJ division.
- xv) Preparation of adjustment memo and release order.
- xvi) Keeping the official records pertaining to TR section properly and making readily available as and when required.(Record Sorter)
- xvii) To carryout necessary official works as assigned by XEN/TR and by TR section time to time.(Peon)

## **CHAPTER-III**

### **CRITICAL ANALYSIS OF EXISTING WORK LOAD AND STAFF REQUIREMENT**

**3.1** The activities and work load involved with the ministerial category at the office of Pr.CE/MLG have already been discussed vide Chapter-II

Sn	Category	P.Band	G.Pay	Sanction				Actual	Vacancy	Proposed Surplus	Remarks
				Temp	Perm	W.C	Total				
1	Ch.OS	9300-34800	4600		23		23	11	12		
4	OS	9300-34800	4200		66		66	43	23		
5	OS/TM	9300-34800	4200		4		4	2	2		
6	Sr.Clerk	5200-20200	2800		19		19	6	13		
8	Material Checker	5200-20200	1800		2		2	1	1	1	
9	PS	9300-34800	4600		4		4	2	2		
10	C/Steno	9300-34800	4200		6		6	3	3		
11	Steno	9300-34800	2400		2		2	3	--1		
12	OS/Typist	9300-34800	4600		2		2	1	1		
13	Ch.Typist	9300-34800	4200		7		7	5	2		
14	Sr.Typist	5200-20200	2400		1		1	0	1		
16	G. Operator	5200-20200	1900		1		1	0	1	1	
23	Sr. ferro Printer	5200-20200	1800		1		1	0	1	1	
24	Ferro Khalasi	5200-20200	1800		3		3	2	1	1	
25	Plan Recorder	5200-20200	1800		4		4	2	2	1	
26	R/Lifter	5200-20200	1900		1		1	0	1		
27	Sr. R/Sorter	5200-20200	1800		6		6	3	3	3	
28	Jr. R/Sorter	5200-20200	1800		5		5	0	5	5	
29	JDR Peon	5200-20200	1800		10		10	7	3	3	
30	Peon(LR)	5200-20200	1800		9		9	6	7	3	
31	Peon	5200-20200	1800		4		4				
32	E/Peon	5200-20200	1800		6	13	19	15	4	1	
33	Farash	5200-20200	1800		1		1	0	1	1	
34	Trolley Man	5200-20200	1800		12		12	0	12	12	
Total					199		212	112	100	33	

**3.2**As it is eminent from the previous Chapter that , the PCE/MLG office is comprising of 11 sections all together. The main duty of all the ministerial staff of different sections are to formulate the file processed through different tiers , pertains to their section regarding different issues in connection to day to day work and to keep the same in their custody. Presently in the modern corporate world paper less management system are being adopted soon after the introduction of networking system. Indian Railway also to some extent is adopting the same in a lighter mode to keep pace with the corporate world. Such system is more viable and cost effective and more reliable in comparison to the existing with paper system instead of paper less system. Wide range of computerization/mechanization in all sphere is presently the at most process being adopted in the Indian Railways which further increases dependence on machines rather than manpower. In the modern world the cost of manpower vis the mechanization is more. Therefore optimum/effective use of manpower is the demand of the day. In this light Engg department had already adopted Data management system like TMS( Track Management system ), Material Management system , On line tendering , scrap disposal , uploading datas in the respective web sites etc . Introduction of such systems had reduces manpower involvement to a great extent. Further as per the railway boards guidelines restructuring of different cadres had already been enforced to cater benefit to the present employees. In this regard one would have to bear more responsibility to enjoy elevated payment. So downsizing of entry grade of respective cadre are inevitable. Viewing the inter-alia of the above stated foregoing Chapters the Work-study team opines that the mostly vacant posts of less required categories may be surrendered from BOS. Therefore it is proposed to surrender 1 post of Material Checker of Pay ( 5200-20200/- & Gr.Pay- 1800) , 1 post in G. Operator ( 5200-20200/- & Gr.Pay- 1900), 3 posts in Sr. Record Sorter ( 5200-20200/- & Gr.Pay- 1800), 5 posts in Jr.R/Sorter ( 5200-20200/- &Gr.Pay- 1800), 2 posts in JDR Peon ( 5200-20200/- & Gr.Pay- 1800), 3 posts in Peon category ( 5200-20200/- &Gr.Pay- 1800) , 1 post in E/ Peon ( 5200-20200/- &Gr.Pay- 1800) , 1 post in Farash ( 5200-20200/- &Gr.Pay- 1800) and above all 12 posts in Trolley man ( 5200-20200/- &Gr.Pay- 1800) altogether 29 nos. of posts may be deleted from the existing B.O.S .

## CHAPTER-IV

### RECOMMENDATION

The work study team examining the existing the working system has identified total 33 nos. posts to surrender i.e. 1 post of Material Checker of Pay ( 5200-20200/- &Gr.Pay- 1800), 1 post in G. Operator ( 5200-20200/- &Gr.Pay- 1900), 1 post in Sr. Ferro Printer ( 5200-20200/- &Gr.Pay- 1800), 1 post in Ferro Khalasi( 5200-20200/- &Gr.Pay- 1800), 1 post in Plan Recorder ( 5200-20200/- &Gr.Pay- 1800), 3 posts in Sr. Record Sorter ( 5200-20200/- &Gr.Pay- 1800), 5 posts in Jr.R/Sorter ( 5200-20200/- &Gr.Pay- 1800), 3 posts in JDR Peon ( 5200-20200/- &Gr.Pay- 1800), 3 posts in Peon category ( 5200-20200/- &Gr.Pay- 1800), 1 post in E/ Peon ( 5200-20200/- &Gr.Pay- 1800), 1 post in Farash ( 5200-20200/- &Gr.Pay- 1800) and above all 12 posts in Trolley man ( 5200-20200/- &Gr.Pay- 1800) which may be deleted from the existing B.O.S .

## CHAPTER-V

### FINANCIAL IMPLICATION

#### **5.1EXPENDITURE/FINANCIAL SAVINGS PER ANNUM**

SN	Category	Scale (In Rs)	G/Pay	No.of posts Surplus	Expenditure incurred per month	Total Expenditur e Incurred per annum in Rs
1	Material Checker	5200-20200	1800	1	34438	413256
2	G. Operator	5200-20200	1900	1	34675	416100
3	Sr. ferro Printer	5200-20200	1800	1	34438	413256
4	Ferro Khalasi	5200-20200	1800	1	34438	413256
5	Plan Recorder	5200-20200	1800	1	34438	413256
6	Sr. R/Sorter	5200-20200	1800	3	103314	1239768
7	Jr. R/Sorter	5200-20200	1800	5	172190	2066280
8	JDR Peon	5200-20200	1800	3	103314	1239768
9	Peon	5200-20200	1800	3	103314	1239768
10	E/Peon	5200-20200	1800	1	34438	413256
11	Farash	5200-20200	1800	1	34438	413256
12	Trolley Man	5200-20200	1800	12	413256	4959072
<b>Total</b>				<b>33</b>	<b>1136691</b>	<b>13640292</b>

## CHAPTER-VI

### READY RECKONER AS PER 6<sup>TH</sup> CPC

**6.1** The scale wise salary per month/per annum of different categories is as follows :-

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

#####