

# **NORTHEAST FRONTIER RAILWAY**



## **WORK STUDY REPORT ON REVIEW OF STAFF STRENGTH OF ENGINEERING DEPTT. UNDER SR. DEN/ KIR**

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**STUDY NO.** : WSNF/ 28/2018-19

**CASE NO.** : Z/375/ 10/18-28

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

## **INDEX**

<b>Chapters</b>	<b>Contents</b>	<b>Page Nos.</b>
	Index, Executive Summary	1-2
I	Introduction	3-4
II	Existing Activities , Work load & Staff	5-7
III	Critical Analysis & Proposed surplus staff	8- 10
IV	Recommendation	11
V	Financial Implication	11-12
VI	Ready Reckoner	13

**CENTRAL PLANNING ORGANISATION**

MALIGAON: GUWAHATI: 781011

**EXECUTIVE SUMMARY****SUBJECT:***"Review of staff Strength of Engineering deptt. under Sr. DEN/KIR"***STUDY NO.** : WSNF/ 28/2018-19**CASE NO** : Z/375 /10/18-28**AUTHORITY** : SDGM/N.F. Railway.**CONCERN DIVN.** : Katihar**DEPTT:** Engineering.**DATE OF COMMENCEMENT :** 15.11.2017**DATE OF COMPLETION** : 01.02.2019**DATE OF SUBMISSION** : 01.02.2019**TERMS OF REFERENCE:** "Review of staff Strength of Engineering deptt. under Sr. DEN/KIR"**TOTAL NO.OF RECOMMENDATION:** 01**SUMMARY OF RECOMMENDATION:**

The study team has identified 88 nos. of vacant posts of different categories (OS/G=7, Sr. Clerk/G=5, PNTR=6, Carpenter = 18, Mason =10, Fitter=10, Driver=1, Peon= 4, SWM=9, S/ Cleaner/Way=1, V/Man= 2, RPM=8, F/Printer=2, T/Man=3, T/Man/W= 1, FPO Helper =1) as surplus and proposed for surrender, which may be deleted from the working BOS.

**Projected surplus posts** : 88 Nos.

Projected savings per annum : ` 396.05 Lakhs 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 have 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 a study on requirement of Staff strength of the Engineering deptt. under Sr. DEN/KIR. A detailed discussion was made with Sr. DEN/KIR regarding surrender against vacancies of non- safety category which are diminishing and becoming obsolete with the introduction / enforcement of new policies and strategies.

### **1.2 ACKNOWLEDGEMENT:**

The work study team is grateful to Sri Rajbeer, Sr. DEN/C/ KIR for his kind guidance and co-operation for conducting this study.

The work study team is thankful to Sri K.K. Singh, DEN/G/KIR for his assistance rendered to the work study team for conducting the 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 SR. DEN/C/KIR AND DEN/G/KIR**

Before conducting this study a discussion was made with Sr. DEN/C/KIR who had nominated DEN/G/KIR as Associated Officer regarding feasibility of this study and requested for supplying the necessary data for conducting this study.

- b) The BOS was collected from the concern section of CPO/MLG's office and basic emphasis was given on vacant posts of non safety categories. Therefore the work load were not dealt in this case.
- c) It was decided with the Sr. DEN/C/ KIR that the work study will only propose the surrender of vacant posts as mutually decided for which DEN/G/KIR was nominated to monitor the detailed study of the Work Study team.

## **CHAPTER - II**

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

**2.1** It was therefore earmarked that only the works units under Sr. DEN/ C /KIR will only be the matter of study/ discussion as Works Units falls within non- safety category and the categories which are being operated in the Unit of DRM (W) /KIR had lost its relevance to continue with the introduction of modern techniques and systems. It is pertinent to mention here that another group of Work Study team since had already conducted studies in the following Units i.e. SSE/E/KIR, SSE/W/OMLF, SSE/W/KNE, SSE/W/SGUJ, SSE/W/NJP, SSE/W/W/ KIR, therefore these Units were left in this study and remaining Units where vacancy exists against non- safety categories were covered under this study.

### **2.2 STAFF POSITION**

Sl. No.	Category	Sanctioned Strength	On – roll Strength	Vacancy
1.	Ch. OS/G	27	26	1
2.	OS/G	76	61	15
3.	Sr. Clerk/G	20	7	13
4.	Sr. Tech /Painter	6	4	2
5.	Tech/I /Painter	11	5	6
6.	Tech/II/ Painter	2	2	0
7.	Tech/III/ Painter	3	4	-1
8.	Sr. Tech/ Carpenter	17	14	3
9.	Tech-I/ Carpenter	33	14	19
10.	Tech/II/ Carpenter	5	1	4
11.	Sr. Tech/ Mason	8	5	3
12.	Tech. I/ Mason	15	6	9
13.	Tech/II/Mason	2	1	1
14.	Tech. I/ S/ Mason	11	9	2
15.	Sr. Tech/ Fitter	18	10	8
16.	Tech- I/ Fitter	35	10	25
17.	Tech-II/ Fitter	5	0	5
18.	Sr. Tech/FPO	10	7	3
19.	Tech- I/ FPO	19	15	4
20.	Tech- I/M/ Driver	2	1	1

21.	Tech- III/M/ Driver	1	1	0
22.	Supdt./Typist	1	0	1
23.	Ch. Typist	1	0	1
24.	Peon	12	8	4
25.	Sr. Watch man/ Works	41	20	21
26.	S/ Cleaner/ Way	5	4	1
27.	S/ Cleaner/ Works	4	1	3
28.	Mali	6	3	3
29.	Valve man	12	2	10
30.	CC Bearer	2	0	2
31.	FPO Helper	1	0	1
32.	Helper	44	10	34
33.	RPM	8	0	8
34.	R/ Sorter	4	1	3
35.	Ferro Printer	2	0	2
36.	Duftry	2	0	2
37.	Farash	1	0	1
38.	Trolley Man/W	5	3	2
39.	Trolley Man/USFD	8	5	3
		485	260	225

### 2.3 ACTIVITIES OF VARIOUS CATEGORIES :-

- (i) **Painter:** The duties of Painter in Engg. Deptt. (in Works) had gradually been diminished with the introduction of Contractual works in large scale. Further vide letter no. E/59/III4(C) Pt.V-B Dated 16.10.2000 the maximum categories under Works Unit has been identified as redundant and obsolete category. Painters are mainly engaged for day to day maintenance of Rly. establishments/ Quarters usually. However Rly. had intended to involve outsourced agencies for such maintenance works widely. As for example in every units of Works Units. There are nos. of Zonal works and Capital works are undergoing in every financial year. Therefore had reduced the workload of ancillary staff like Painters .
- (ii) **Drivers :** Under Sr. DEN/KIR , there are nos. of vehicles being outsourced for official use, which replaced the necessity of Rly. vehicles as well as Drivers. Presently the Rly. vehicles which are in running condition they too are in the verge of condemnation. Therefore the need of regular Rly. drivers had reduced to a great extend.

- (iii) **Watch Man :** Presently in works deptt. under Sr. DEN/KIR the departmental materials (Building construction materials ) are supplied mainly by Contractor against their Zonal/ Capital works. Therefore maintaining Godowns for safeguarding Rly. materials had reduced largely. In turn requirement of Watchman had reduced too.
- (iv) **Sanitary Cleaner/Way:** They are used to accompany the P- Way gang and allows the gang to work in places where night soils and debris occupies the track.
- (v) **Valve man :** The water supply of individual areas / colonies by respective Works units are being maintained by engaging Contractual Valve man. They are supposed to monitor and ensure supply of water timely.
- (vi) **CC Bearer :** They are mostly engaged for maintaining Rest houses of different capacities.
- (vii) **FPO Helper :** Mostly the establishments of water pump / supply units are gradually being outsourced . Hence Workload of Valve man and FPO Helper has reduced to a great extend.
- (viii) **RPM :-**They are engaged to reverse the points and accompany with the Narrow Gauge Engine between section of DHR.
- (ix) **Ferro Printer :** They are engaged for printing of drawings and others . The activities of such had reduced to a great extend since printings are being made from private agencies.
- (x) **Trolley man/ W :** They accompany the Supervisors i.e. SSE/JEs to carry out their regular inspection. The activities of Trolley working of SSE and JE / Works had reduced to a great extend due to improvements in road transport.
- (xi) **Trolley man/ USFD :** They accompany the Supervisors i.e. SSE/JE/USFD to carry out their schedule inspection of USFD test.
- (xii) **Carpenter:** - Carpenters are meant to carry out wooden works pertains to building construction and maintenance.



## **CHAPTER-III**

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

**3.1** The activities involved with the different categories under Sr. DEN/ KIR have already been discussed vide Chapter-II. It is observed that there are nos. of vacancies left pending since long. Further as the Works category of Indian Railways are mostly being declared as obsolete / diminishing category vide GM(P)'s letter no. E/59/III4(C) Pt.V-B Dated 16.10.2000 and Indian Rly. had emphasize to slash down the required nos. of respective categories after evaluation. In that perspective we had gone through the existing BOS vice on roll staff of entire KIR division.

**3.2.** (i) All ministerial posts are declared as diminishing category vide GM(P)'s letter no. E/59/III4(C) Pt.V-B Dated 16.10.2000, hence the vacant posts of 7 nos. of **OS/G** and 5 nos. vacant posts of **Sr. Clerk /G** ( total 12 nos.) may be surrendered.

(ii) As the Works category of Indian Railways are mostly being declared as obsolete / diminishing category vide GM(P)'s letter no. E/59/III4(C) Pt.V-B Dated 16.10.2000. Works of Carpenter and Painters reduced considerably due to outsourcing the most of the works of Works deptt. , hence Work Study team proposes to surrender vacant 6 ( including 1 anticipated on promotion) nos. posts of **Painter** and 18 nos. posts of **Carpenter** and delete the same from the BOS.

(iii) Data provided to this Work Study team narrates that in the category of **Mason** there are altogether 21 nos. of vacancies in the entire division. The activities of Masons in particular has gone down with the introduction of contractual works mainly. Therefore this work study team opines that 10 nos. posts may be surrendered from the existing vacancy.

(iv) In the case of **Fitter** Category there are 45 nos. of vacancies in the entire KIR division. These category too had lost their activities to a great extend with the introduction of outsourcing/ contractual works. Therefore 10 nos. posts in this category may be deleted from the BOS.

(v) Departmental **drivers** are presently becoming a great burden since all the departmental vehicles are mostly being outsourced. On the other hand condition of departmental vehicles are mostly in deplorable conditions. Therefore vacancy in this category need to be surrendered at once. Therefore Work Study propose to surrender of 1 vacant post of Driver.

(vi) The Peon and Store Watch Man (SWM) category had already been declared as redundant or diminishing category mostly. Therefore 4 nos. vacant posts of **Peon** and 9 nos. vacant posts of **SWM** may be surrendered immediately in view to this. In view of the same context the 1 no. vacancy in Sanitary Cleaner/ Way may also be surrendered. It is informed that

in other divisions **Valve Man** are being outsourced . Therefore 2 nos. out of 10 nos. vacant posts may be surrendered mean while till fully outsourcing is ensured against this category.

(vii) Presently in DHR section the Narrow Gauge movements has been restricted to a bare minimum. Being a Heritage site the movements of Narrow Gauge trains are presently working in between Darjeeling to Ghoom and in the rest time there are little movement. Therefore the vacant 8 nos. posts of **Reverse Points Man (RPM)** may be deleted from BOS.

(viii) The activities of **Ferro Printer** had reduced to a great extend since printings are being made from private agencies. Therefore 2 nos. vacant posts in the category of Ferro Printer may be surrendered.

(ix) With the introduction of High Speed trains the Trolley working in between sections become need based instead daily basis. Therefore the 3 vacant posts in the **Trolleyman/ USFD** and 1 no. vacant posts in Trolley man / Works may be surrendered from BOS with immediate effect.

(x) Most the establishments of water pump / supply units are gradually being outsourced. Hence Workload of **FPO Helper** has reduced to a great extend. Therefore 1 no. vacant posts in the category of FPO Helper may be surrendered.

### 3.3 SUMMARY OF PROPOSED SURPLUS STAFF :-

Based on the above analysis at 3.2 above, this Work Study team proposes to surrender the following posts :-

Sl. No.	Category	Scale ( in ` )	Grade Pay ( in ` )	Sanctioned Strength	On Roll staff	Vacancy	Proposed surrender
1	OS/G	9300-34800	4200	76	61	15	7
2	Sr. Clerk/G	9300-34800	2800	20	7	13	5
3	Painter	5200-20200	2400	22	15	7	6
4	Carpenter	5200-20200	2400	38	15	23	18
5	Mason	5200-20200	2400	36	21	15	10
6	Fitter	5200-20200	2400	58	20	38	10
7	Drivers	5200-20200	1800	3	2	1	1
8	Peon	5200-20200	1800	12	8	4	4
9	Store Watch Man (SWM)	5200-20200	1800	41	20	21	9
10	FPO Helper	5200-20200	1800	1	0	1	1
11	Sanitary Cleaner/ Way	5200-20200	1800	5	4	1	1
12	Valve Man	5200-20200	1800	12	2	10	2
13	Reverse Points Man (RPM)	5200-20200	1800	8	0	8	8
14	Ferro Printer	5200-20200	1800	2	0	2	2
15	Trolleyman/ USFD	5200-20200	1800	8	5	3	3
16	Trolleyman/ W	5200-20200	1800	5	3	2	1
<b>Total</b>				<b>347</b>	<b>183</b>	<b>164</b>	<b>88</b>

## **CHAPTER-IV**

### **RECOMMENDATION**

The study team has identified 88 nos. of vacant posts of different categories (OS/G=7, Sr. Clerk/G=5, PNTR=6, Carpenter = 18, Mason =10, Fitter=10, Driver=1, Peon= 4, SWM=9, S/Cleaner/Way=1, V/Man= 2, RPM=8, F/Printer=2, T/Man=3, T/Man/W= 1, FPO Helper =1) as surplus and proposed for surrender, which may be deleted from the working BOS.

## CHAPTER-V

### FINANCIAL IMPLICATION

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

Sl. No.	Category	Scale (in `)	Grade Pay (in `)	Salary per month (in `)	Nos. of posts proposed for surrender	Savings per annum (in `)
1	OS/G	9300-34800	4200	62343.5	7	5236896
2	Sr. Clerk/G	9300-34800	2800	36813	5	2208780
3	Painter	5200-20200	2400	35863	6	2582136
4	Carpenter	5200-20200	2400	35863	18	7746408
5	Mason	5200-20200	2400	35863	10	4303560
6	Fitter	5200-20200	2400	35863	10	4303560
7	Drivers	5200-20200	1800	34438	1	413256
8	Peon	5200-20200	1800	34438	4	1653024
9	Store Watch Man (SWM)	5200-20200	1800	34438	9	3719304
10	FPO Helper	5200-20200	1800	34438	1	413256
11	Sanitary Cleaner/ Way	5200-20200	1800	34438	1	413256
12	Valve Man	5200-20200	1800	34438	2	826512
13	Reverse Points Man (RPM)	5200-20200	1800	34438	8	3306048
14	Ferro Printer	5200-20200	1800	34438	2	826512
15	Trolleyman/ USFD	5200-20200	1800	34438	3	1239768
16	Trolleyman/ W	5200-20200	1800	34438	1	413256
<b>Total</b>					<b>88</b>	<b>3,96,05532</b>

#### **5.2 PROJECTED FINANCIAL SAVINGS PER ANNUM**

If the recommendation of this study be implemented, the financial savings per annum will be ` 396.05 Lakhs per annum.

## CHAPTER-VI

### READY RECKONER

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

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

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