



NORTH EAST FRONTIER RAILWAY

WORK STUDY REPORT ON

REVIEW OF STAFF STRENGTH OF LAW OFFICE OF MANAGING DEPARTMENT UNDER EFFICIENCY OFFICER MALIGAON

GUIDED BY : SHRI B.LAKRA , SDGM
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STUDY NO. : WSNF/2 /2018-19

CASE NO. : Z//WS/MNG.(HQ) (2)/18-19

AUTHORITY : SDGM.

CENTRAL PLANNING ORGANISATION

MALIGAON: GUWAHATI: 781011

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WORK STUDY REPORT

ON

REVIEW OF STAFF STRENGTH OF LAW OFFICE OF MANAGING DEPARTMENT UNDER SR.
LAW OFFICER MALIGAON

CO-ORDINATING OFFICERS & PERSONNEL

BRANCH OFFICER- SHRI BASUDEB SARMA, SR. LAW OFFICER

ASSOCIATED OFFICER-SHRI MALAY KUMAR RAY, LAW OFFICER

ASSOCIATED SUPERVISOR- SMT.MADHUMITA ROY, CH.OS/LAW

CONDUCTED BY:

SHRI VIJAY KUMAR YADAV

WSI/HQ/MLG

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N. F. RAILWAY/MALIGAON

GUWAHATI - 781011.

EXECUTIVE SUMMARY

SUBJECT: WORK STUDY ON “REVIEW OF STAFF STRENGTH OF EFFICIENCY OFFICE OF MANAGING DEPARTMENT UNDER EFFICIENCY OFFICER MALIGAON

STUDY NO : WSNF/2 /2018-19

CASE NO : Z/WS/MNG (HQ) (/18-19

AUTHORITY : SDGM

CONCERN UNIT : HQ/MALIGAON

DEPARTMENT : MANAGING

DATE OF COMMENCEMENT: 12.12.2018

DATE OF COMPLETION: 15.03.2019

DATE OF SUBMISSION: 15.03.2019

TERMS OF REFERENCE: REVIEW OF STAFF STRENGTH LAW OFFICE OF MANAGING DEPARTMENT UNDER SR.LAW OFFICER MALIGAON

NOS. OF RECOMMENDATION: 1 (One).

The work study team, had identified that total 03 posts (OS: 02, CH.TYPIST; 01 Total: 03 Posts) surplus and proposed that those posts may be surrender and deleted from the BOS of MANAGING department (LAW SECTION) of HQ/Maligaon.

- **PROJECTED MAN POWER:03 Posts**

Twenty Four Lakhs Twenty Eight Thousand Six hundred Fifty per annum

- **MONTH AND YEAR OF CIRCULATION: March'2019**

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CHAPTER - I

INTRODUCTION

1.0. 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 these objectives, the Railway Board has emphasized to take up review on staff strength of various departments in the Railway. In pursuance with this policy of Railway Board the Central Planning Organization has conducted this work-study on requirements of Commercial Staff of HQ Maligaon.

2.0.

ACKNOWLEDEMENT:

Work study team is grateful to Shri Basudeb Sarma Sr. Law Officer, and Shri Malay kumar Ray Law Officer For their kind guidance and co-operation for conducting this study.

The work study team is also thankful to Smt. Madhumita Roy Ch.OS LAW for their 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).
- Multi-skilling of existing Staff and combining various activities.
- 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:

Annual programme of work study approved by SDGM/NFR

5.0. METHODOLOGY:

a) Discussion with Law Officer/MLG &Ch.OS/Law

During field work, discussion was done regarding present work load of Law staff in the category of OS,Jr.Clerk and Ch. Typist. Review of staff strength with respect to present workload. In connection with this study, the Associated officer, Shri Malay Kumar Ray, Law Officer Maligaon and Smt. Madhumita Roy, Ch.OS/Law/Maligaon the concerned supervisors are nominated by Sr. Law Officer Maligaon.
(Enclosed as Annex-I).

b) Collection of data relating to workload

After discussion, the relevant data regarding present work load and staff position was obtained from concerned unit in-charge and other data regarding sanctioned strength, etc was gathered personal

branch of managing department, on the basis data obtained assessment of work load is done in the study report.

CHAPTER - II

SUMMARY OF WORKLOAD

2.0 They perform duty of office. The works are broadly classified as follows:

- a) Court cases of Guwahati High court and other court of NE Region
- b) Establishment matters
- c) Sanction Memorandum of RA's P/Bills of the High Court/Guwahati.

2.1 The normal duties performed by Ch. OS /OS/Sr. Clerk/Jr. Clerk/Ch. Typist/steno III of Law Office are:

- a) Court cases of Guwahati High court and other court of NE Region.
- b) Establishment matters.
- c) Sanction Memorandum of RA's P/Bills of the High Court/Guwahati.
- d) Procurement and maintenance of equipments.
- e) Miscellaneous Office Work i.e issue of Privilege passes and PTOs, Maintenance of Imprest cash and Domestic Store items.

S N	Category	Unit	G/Pay	BO S	On Roll	Vacancy
1	Chief Office Superintend	Law Office	4600	02	01	01
2	Office Superintendent		4200	03	01	02
3	Sr. Clerk		2800	1	00	01
4	Jr. Clerk		1900	1	01	00
5	Ch. Typist		4200	1	01	Will retire in July 19
6	Steno III		4200	1	01	00
7	CLA		4600	11	11	00
	TOTAL			20	16	04

**The staff
position of
selective
categories
under Sr. Law
/MLG at MLG**

CHAPTER - III

1. CRITICAL ANALYSIS OF EXISTING WORKLOAD AND STAFF REQUIREMENTS:

3.1. The activities and work load involved against Ch.OS/OS/Sr.Clerk/Jr.Clerk has already discussed in Chapter-II.

3.2. The work load of Ch.OS/OS/Sr.Clerk/Jr.Clerk/Ch.Typist/Steno of Law Office is being manage last few years. Further Railway Board vide his Letter No.E(MPP)2019/Misc dated 15.03.2019 also advised to surrender all vacant Non Safety Post(copy enclosed). These works can be Managed by Existing Ch.OS, OS,Jr. Clerk and steno. One post of Ch. OS will remain available for future work load. Promotion aspects of all categories will also not affected.Ch. Typist is diminishing post declared by Railway Board and present On Roll Ch. Typist will retire in July 2019 .So It is included for surrender purpose. Thus, redundancy of work load is analysed in view of proper utilisation of man power. **In view of above, 03 nos. vacant posts 2 OS +1 Ch. Typist (will effect from july 19) are identified as surplus.**

CHAPTER -IV

RECOMMENDATION

The work study team had identified that total 03 posts (OS-02, Ch. Typist – 01) as surplus and proposed that those posts may be surrender and deleted from the BOS of Law Office under Sr. Law Officer (Managing Department)

CHAPTER - V

FINANCIAL IMPLICATION

S N	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	Office Superintendent	9300-34800	4200	26,250	67,462.5	8,09,550	2	1,619,100
2	Ch. Typist	9300-34800	4200	26,250	67,462.5	8,09,550	1	8,09,550
						TOTAL	3	2,428,650

5.1. PROJECTED FINANCIAL SAVINGS PER ANNUM

Rs. Twenty Four Lakhs Twenty Eight Thousand Six hundred Fifty per annum

CHAPTER - VI

6.0. READY RECKONER

Pay Band	GP	Mean pay	Basic Pay in Rs	M.F. of CPC(2.57) revised Pay	7th & 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

