

NORTHEAST FRONTIER RAILWAY



**WORK STUDY REPORT
ON
REVIEW OF STAFF STRENGTH OF PERSONNEL DEPARTMENT OF
UNDER Sr. DPO/APDJ OF ALIPURDUAR DIVISION.**

GUIDED BY:

SHRI R.K.MANGLA, SDGM

SHRI L. R. WARY, EO.

CO-ORDINATING OFFICERS & PERSONNEL

BRANCH OFFICER : SHRI SHR SHIRISH. S. KAMBLE Sr DPO/APDJ .

ASSOCIATED OFFICER: SHR A.K.BASTIA. APO/APDJ.

DIVISIONAL INSPECTOR: SHR. ALOK.KR.SARKAR . S&WJ/APDJ.

CONDUCTED BY

SHRI B.R.GHOSE DASTIDAR, WSI.

SHRI A. BARUAH, WSI.

STUDY NO. WSNF/23 /2018 -19

CASE NO. Z/375/10/23/2018 -19

**CENTRAL PLANNING ORGANISATION
N. F. RAILWAY/MALIGAON**

GUWAHATI - 781011.

EXECUTIVE SUMMARY

SUBJECT : Review of Staff Strength of Personnel Department under Sr DPO/APDJ
of Alipurduar Division

STUDY NO : **WSNF/23 /2018-19**

CASE NO : **Z/375/10/23 /2018-19**

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

CONCERN DIV. : **Sr DPO/APDJ.**

DEPARTMENT : **PERSONNEL.**

DATE OF COMMENCEMENT : **18/11/2018**

2DATE OF COMPLETION : **03 /12/2018**

DATE OF SUBMISSION : **03/12//2018**

TERMS OF REFERENCE:

Approved Annual Programme of Work Study.

NOS. OF RECOMMENDATION: 1(One)

29 nos. of vacant posts of different categories (OS/E – 11, Jr Clerk -5, Sr Clerk - 5, R/Lifter- 2, R/Sorter – 2, JDR Peon- 2, Safaiwala- 1, & Sr Porter - 1) has identified as surplus and proposed for surrender, which may be deleted from the working BOS.

PROJECTED MAN POWER : **29 Posts.**

PROJECTED FINANCIAL SAVING : **Rs 171.23 Lakhs per annum.**

MONTH AND YEAR OF CIRCULATION : **DEC/2018**

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CHAPTER – I

1.0. INTRODUCTION:

APDJ Division Started in the year of 1969

Jurisdiction

Gauge Section KM

BG

Raninagar (Excluding) – New Bangaigaon (Excluding) 217.30

Siliguri (Excluding) – Samuktala 172.12

Alipurduar Jn - Bamanhat 72.34

Fakiragram Jn. – Dhubri 66.81

New Cooch Behar – Golakganj 57.30

New Mal Jn. – Changrabandha 61.72

Districts Served

State District

West Bengal Jalpaiguri, Cooch Behar, Alipurduar & Darjeeling.

Assam Kokrajhar, Bangaigaon, Dhubri & Chirang.

Number of Stations - 57 + 23 (D)

BG – I RQJ (excluding) – NCB (Including) , BG-II NCB (excluding) –NBQ (Excluding)

BG – III SGUJ (Excluding) – SMTA (excluding) 17+3 (D) APDJ (Excluding) – BXT 2 + 10 (D) 60 KMPH

FKM (Excluding) – DBB 7 (D) , NCB (Excluding) – GKJ (Including) 5+ 1(D) , NMZ (Excluding) – CBD (Including) 6 + 2 (D)

2.0 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).
- Upgradation / introduction of automation / Innovations.
- Outsourcing of non core activity.
- Availability of better process/ technology.
- Reducing/ removing redundancy in work.

3.0. TERMS OF REFERENCE :

Review of staff strength in Operating Department/APDJ under Alipurduar Division.

4.0. METHODOLOGY:

- a) Collection of data relating to workload.
- b) Discussion with Sr DPO/APDJ & Subordinates and obtaining their views.
- c) Assess the workload for Office /field activity.
- d) Assess the workload for different units.
- e) Assess the staff requirements for the above workload.

5.0. ACKNOWLEDGEMENT:

Work study team is grateful to Sri S.S. Kamble Sr DPO/APDJ, Sri A.K. Bastia APO/APDJ for their kind guidance and co-operation for conducting this study. Sr DPO/APDJ has nominated Sri A.K. Bastia APO/APDJ as associated officer and Sri A.K. Sarkar S & WJ/APDJ as associated supervisor for the said study (placed as Annex-I)

CHAPTER-II

1.0. Details of Staff position under SrDPO/APDJ

SL	CATAGORY	SCALE	GRADE PAY	BOS
1	Ch OS	9,300 – 34,800	4600	16
2	OS/E	9,300 – 34,800	4200	39
3	Sr Clerk/E	5,200-20,200	2800	11
4	Jr Clerk/E	5,200-20,200	1900	8
5	OS/Typist	9,300 – 34,800	4600	1
6	Chief Typist	9,300 – 34,800	4200	0
7	C/Steno	9,300 – 34,800	4200	1
8	J/Steno	5,200-20,200	2400	1
9	Chief Law Asstt.	9,300 – 34,800	4600	1
10	R/Lifter	5,200-20,200	1800	2
11	Motor Driver	5,200-20,200	2800	0
12	CS& WI	9,300 – 34,800	4600	6
13	S&WI	9,300 – 34,800	4200	3
14	Record Sorter	5,200-20,200	1800	2
15	JDR/Peon	5,200-20,200	1800	5
16	E/Peon	5,200-20,200	1800	1
17	OS/E	9,300 – 34,800	4200	1
18	Sr Clerk/E	5,200-20,200	2800	1
19	OS/E	9,300 – 34,800	4200	2
20	Ch OS/E	9,300 – 34,800	4600	1
21	OS/E	9,300 – 34,800	4200	4
22	Sr Clerk/E	5,200-20,200	2800	2
23	Jr Clerk/E	5,200-20,200	1900	2
24	OS/E	9,300 – 34,800	4200	2
125	OS/E	9,300 – 34,800	4200	1
26	OS/G	9,300 – 34,800	4200	3
27	Sr Clerk/G	5,200-20,200	2800	1
28	Tailor Cum T/Issuer	5,200-20,200	1900	1
29	Uniform Inspector	9,300 – 34,800	4200	1
30	DMS	9,300 – 34,800	4200	4
31	Store Mazdoor	5,200-20,200	1800	2
32	Khalashi Helper	5,200-20,200	1800	4
33	Watchman	5,200-20,200	1800	3
34	Ch OS/E	9,300 – 34,800	4600	1
35	P-Asstt	9,300 – 34,800	4600	1
36	Conf Steno	9,300 – 34,800	4200	1
37	Steno- Grapher	5,200-20,200	2400	1
38	Receptionist	5,200-20,200	2400	1
39	Janitor	5,200-20,200	1900	1
40	JDR/Peon	5,200-20,200	1800	1
41	E/Peon	5,200-20,200	1800	2
42	Khalashi	5,200-20,200	1800	1

43	Watch Man	5,200-20,200	1800	12
44	Safaiwala	5,200-20,200	1800	8
45	Public Prosecutor	9,300 – 34,800	4600	1
46	Tech – I (M/DVR)	5,200-20,200	2400	1
47	Sr Clerk/G	5,200-20,200	2800	1
48	Khalashi(Tele)	5,200-20,200	1800	1
49	Khalashi (Helper)	5,200-20,200	1800	2
50	Sr Porter	5,200-20,200	1800	1
51	Sr Translator	9,300 – 34,800	4600	2
52	Jr Translator	9,300 – 34,800	4200	3
53	Khalashi	5,200-20,200	1800	1
54	Peon	5,200-20,200	1800	1
			TOTAL	174

2.0. Summary of staff position under Sr.DPO/APDJ (Excluding Rajbhasha cell and Store) categorised as diminishing category

SL	CATAGORY	SCALE	GRADE PAY	BOS	ON ROLL	VAC
1	Ch OS	9,300 – 34,800	4600	18	15	3
2	OS/E	9,300 – 34,800	4200	49	36	13
3	Sr Clerk	5,200-20,200	2800	15	9	6
4	Jr Clerk	5,200-20,200	1900	10	3	7
5	OS/Typist	9,300 – 34,800	4600	1	1	0
<i>SUB TOTAL NOS. OF MINISTERIAL STAFF</i>				93	64	29
6	R/Lifter	5,200-20,200	1800	2	0	2
7	Record Sorter	5,200-20,200	1800	2	0	2
8	JDR/Peon	5,200-20,200	1800	6	4	2
14	Safaiwala	5,200-20,200	1800	8	7	1
15	Sr Porter	5,200-20,200	1800	1	0	1
<i>SUB TOTAL NOS. OF GR-D POST</i>				19	11	8
		GRAND TOTAL		112	75	37

3.0. Work load of staff under Sr.DPO/APDJ

Workload /activities of various sections:- The main function of cadre, bill and other sections of APDJ / Personnel Branch is furnished below-

1. Section:-Medical

Detail activities

- Supervision of all works of medical section
- Works relating to policy matters
- Preparation of PCDO
- Preparation of BOS
- All type of statement /position sought by H/Q
- Position regarding CMIS, Vacancy position of safety /Non safety category
- Promotion of staff
- Processing of grant of MACP
- Transfer & Posting of staff
- Publication of seniority list
- Confirmation of staff of medical deptt
- Handling of grievances
- Increment, posting of various kind of leave, regularization of leave/sick etc.
- Maintenance of PBR Register and incumbent Register
- Processing of SRPF
- Dealing with RTI, NIVARAN position etc.
- Review of service of staff

Combined staff position of this section

SN	Category	Pay Band	Level	On Roll
1	Ch. OS		Level 7	01
2	OS		Level 7(MACP)	01
3	PEON			01

2. Section:-EQ

Detail Activity

- Maintenance of cadre(Gr.C &D) of P.Branch,Managing &store
- Maintenance of policy case of stenographer cadre of APDJ Divn(HQ controlled), Motor Driver category(clubbing deptt)
- Maintenance of service Book & Leave Account like : leave posting ,yearly increment,annual verification
- Process of leave, regularization of leave/sick,PF withdrawal & leave encashment
- Maintenance of all kinds of policy cases like as promotion,selection,suitability TT,Transfer & Posting Order
- Process regarding MACP cases
- Allotment of training for refresher course of P.Branch and DAR course for all department
- DAR Case
- All kind of statement including PCDO,MCDO
- Vacancy position like CMIS

- Preparation of BOS ,seniority list and selection calendar
- Reply of union remarks and PNM agenda items.
- Housing allotment of P.Branch Qrs. allotment of surplus Qrs, total position of surplus Qrs and serving notification.
- Retention & vacation of Qrs.
- Arranging DHC meeting /CIG meeting ,given clearance certificate
- Audit remarks and Accounts inspection remarks: serving and collecting remarks of different Audit paras and Accounts objection from respective/concerning sections and prepare consolidated remarks on the same and give it to Audit & Accounts deptt.
- Maintained PBR

Combined staff position of this section

SN	Category	Pay Band	Level	On Roll
1	Ch. OS		Level 7	0
2	OS		Level 7(MACP)	02
	Sr. Clerk			0
	Jr.Clerk		Level 2	01
	Peon			01

3. Section:-Mechanical

Detail Activity

- Transfer and posting of staff
- Promotion and demotion
- Process for sanction of leave and leave regularization
- Selection /Suitability/Trade Test
- Maintenance the Service Book and Leave Account
- Preparation of seniority list
- Preparation of BOS
- Reply of union letter.agenda and minutes remarks of PNM/Informal meeting etc.
- Reply of all VIP reference
- Maintained the PBR
- Maintained Increment Register
- Record of the punishment ,award in the S/Book.
- New appointment cases
- Retired/expired cases
- Para-wise remarks of court cases
- Timely grant of MACP
- Position of PCDO/MCDO,CMIS,Safety category vacancy position
- Correspondence of HQ reply
- Processing regarding LARGEES case and appointment thereof
- Maintain staff grievance and reply thereof
- Allotment of NPS, PF,PRAN number
- Preparation of bill
- Preparation of selection /sutibility /TT calendar
- Surrender & creation of posts and registers

- All kind of statement ,position, remarks
Combined staff position of this section

SN	Category	Pay Band	Level	On Roll
1	Ch. OS		Level 7	03
2	OS		Level 6(MACP)	02
3	Jr. clerk		Level 2	01
	Total			04

4. Section:-Final settlement

Detail Activity

- Final settlement cases done by the FS section and payment order handed over to the retired staff on the last working day of the month.
 - Before preparing the settlement dues the following records are verified by this section-
 - The date of birth ,date of appointment,date of confirmation in a service or post is properly recorded in the service book.
 - The annual verification of service book
 - Entry has been made in service book regarding counting the period of Extra Ordinary leave as qualification service for pension.
 - Verification of nomination for GPF,DCRG,GIS etc.
 - List of family members kept in p/case.
 - Verification of qualification service of the ex. Employee for pension ,DCRG on the basis of record in the case file.
 - Various settlement bills prepared and submit the same to Accounts for payment of (a) pension (b) commutation (c)GIS (D)Leave salary (e)DCRG bill if no any outstanding debit pending against the staff.
 - Every year pension Adalat held in two times in July & December. Grievances of pensioners of the discussed in the Adalat and finalized.
 - Every year rate of DA increases two times i.e 1st Jan & 1st July. Order received after 3 months. As a result those staff have been retired/died during period from Jan to Mar and July to Sept, their difference of leave salary & DCRG bill are prepared on revised rate of DA.
 - Issue of service certificate to the retired staff
 - Issue of Pass Identity Card to the retired staff with family members.
 - Revision of pension of 7th CPC of Bank payee and Postal manually.
 - Correspondence with HQ
 - Remarks of RTI, NIVARAN etc.
 - Preparation of Payment order of immediate relief to the family on expiry of employee.
- Combined staff position of this section

SN	Category	Pay Band	Level	On Roll
1	Ch. OS		Level 7	03
2	OS		Level 6	04
3	Sr. clerk		Level 2	01
	Peon		Level 1	2
	Total			10

5. Section:-Electrical

Detail Activity

- Supervision of all the works of Electrical section
- Preparation of PCDO,BOS
- All type of statement /position as sought by QH
- CMIS ,Safety & non-Safety category vacancy position
- Redressal of grievances of staff
- Processing the case in regard to policy decision
- Promotion ,Grant of MACP
- Transfer & posting
- Publishing of seniority list
- Confirmation of staff
- Posting of Increment, processing and posting of various types of Leave/Sick, Leave Encashment.
- Anomalies regarding fixation of pay
- Maintaining of register reg. PBR,Incumbency, Transfer Register.
- Grant of leave including regularization of leave/sick etc.
- Grant of maternity/paternity leave
- Withdrawal from SRPF
- Grant of increment
- Remarks on RTI
- Preparation of Bill

Combined staff position of this section

SN	Category	Pay Band	Level	On Roll
1	Ch. OS		Level 7	02
2	OS		Level 6	01
	Total			03

6. Section:-OPTG & CommI

Detail Activity

- Appointment against DR,RRC,LARSGESS,cga etc.
- Selection ,Suitibility & Trade Test
- MACP of staff
- Absorption & redeployment of Medically de-categorised & Surplus staff, screening of substitutes
- Retirement(superannuation/voluntary)
- Surrender & creation of post,transfer and posting of staff, pay fixation
- Increment ,seniority
- Grant of leave,regularization of leave/sick, up-dation of leave register(submitted by stations of APDJ Division), leave encashment ,leave salary,PF withdrawal .
- Preparation of BOS,PCDO,Vacancy position i.e CMIS, Monthly vacancy position of safety category, selection calendar, Bill unit wise BOS.
- Review of service ,leave, bio-data, preparation of all kinds of statement /position

- Reply of union/HQ
- Circulate notification /floating option in connection with selection for the post of AOM/ACM, Instructor ZRTI, Vigilance etc. as per instruction of HQ/MLG.
- Maintenance of registers (Leave, incumbent, increment, PBR, NPS, PF, Transfer/posting, Vacancy position month wise, DAR etc.
- Service verification ,deal with court cases, compliance of audit & Accounts report ,PNM, Informal meeting.
- All files (day to day working) sent to officers chamber by the concerning cadre of OS/Dealing assistant of OPTG & Comml. Deptt.
- Preparation of bills, bonus,
- Remarks of RTI and various types of staff grievances cases ,
- Reply of parliamentary question
- Dealing with I/Tax recovery
- Preparation of seniority list of various categories.

Combined staff position of this section

SN	Category	Pay Band	Level	On Roll
1	Ch. OS		Level 7	03
2	OS		Level 6	05
3	Sr. clerk		Level 5	04
4	peon		Level 1	01

7. Section:-Gazetted

Detail Activity

- Preparation of regular salary bill and other supplementary bill
- Income Tax for Gazetted officers concerned.
- Air passage
- Leave of officers
- Transfer & posting
- Final settlement bills (leave salary) and clearance
- Combined staff position of this section
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SN	Category	Pay Band	Level	On Roll
1	Ch. OS			
2	OS		Level 6	01
3	Sr. clerk			
4	peon			

8. Section:-Engineering

Detail Activity

- Overall supervision of Engineering Cadre section ,RTI cases, union items, Audit paras,para-wise comments of court cases, summons etc.
- All statements including safety & Non safety category vacancy position.
- Preparation of MACP
- PCDO,CMIS position, Dealing the staff of SSE/P.W & Works

- APPOINTMENT OF larsgess,rrc,gm,Quota & compassionate Ground appointment cases.
- Selection ,suitability & Trade Test of all category.
- BOS and filling of PRAN forms
- Seniority of Engineering staff of APDJ Division
- Transfer & posting of Artisan category
- Dealing with way & works supervisors, Drawing staff as well as ministerial of DRM/W'S staff
- Dealing with ADEN'S office staff of entire division
- Compensation cases of Engg. Deptt
- Absorption of medically de-categorised staff
- Policy matter of the staff of SSE/P.Way & Works
- Dealing with all SRPF withdrawal cases
- All kind of Transfer & posting of Gr. D category with all kind of application of higher studies
- No objection certificate for purchase of land ,HBA,Scooter/Car Adv.

SN	Category	Pay Band	Level	On Roll
1	Ch. OS			01
2	OS		Level 6	03
3	Sr. clerk			02
4	Jr. clerk			01
5	peon			01

9.Section:-Signal & Telecommunication

Detail Activity

- Transfer and posting of staff
- Processing of selection /Suitability & Trade test
- Promotion of staff and demotion
- Sanction of leave and leave regularization
- Maintenance of the Service Book and Leave Account
- Grant of MACP
- Preparation of seniority list
- Preparation of BOS
- Remarks of RTI,Union letters,PNMAgenda/minutes
- Reply of VIP reference
- Maintained the PBR
- Maintenance of annual increment
- Record of the punishment ,award in the service book
- Processing of newly appointed cases
- Retirement /expired cases
- Para-wise remarks of the court cases
- Position of PCDO/MCDO/CMIS,Safety category vacancy position etc.
- Correspondence of HQ reply
- Processing of LARSGESS Scheme as well as appointment thereof
- Maintenance of staff grievance and reply thereof
- PRAN Form verification and sent to accounts for allotment of PF/NPS & PRAN nos.

SN	Category	Pay Band	Level	On Roll
1	Ch. OS			01

2	OS		Level 6	03
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10. Section:-welfare

Detail Activity

- Compassionate ground appointment
- Arrangement of final settlement payment
- Preparation of RELHS Card
- Payment of PREM honorarium, Hemeo Doctor, Specticle, Artificial, Denture, Sickness
- Staff benefit fund meeting ,sparing of staff for workers education, Trade Unions education programme , seat allotment of Transit Hostel/APDJ
- Booking of community Hall, refund of security deposit
- Booking /Hiring of institute Hall
- Corresponding regarding Kendriya Vidyalaya & Railway Higher Sercondary School/APDJ
- correspondence regarding all welfare activities
- Trade union election
- Distribution of NPS Card etc.

SN	Category	Pay Band	Level	On Roll
1	Ch. OS			01
2	Watch man		Level 6	01

11. Section:-Recruitment Cell

Detail Activity

- Recruitment
- Correspondence regarding all kind of recruitment
- Medical examination of all kinds of Recruitment
- Arrangement of examination for CGA cases

SN	Category	Pay Band	Level	On Roll
1	Ch. OS			00
2	OS		Level 6	02

12. Section:-Security

Detail Activity

- BOS
- Monthly statement along with vacancy position
- Court case
- Report od Audit & Accounts objection
- RTI Cases
- Selection and promotion
- Training of RPF staff
- Seniority of security staff
- Process of grant of MACP

- Final Settlement
- Transfer & posting of security staff
- Revision of pension
- Suraksha Kalyan Nidhi (RSKN)
- Process of CGA
- Processing of family pension
- Gazette Bill
- Bill and cadre of APDJ(P),R. Coy/APDJ,NCB(P),JPE(P),NMZ(P),HAS(P),NOQ(P),FKM(P),CB/APDJ,P/Cell/APDJ,CIB/APDJ,SIB/APDJ & DS/APDJ
- Preparation of arrear Ration Money Bill of RPF staff
- Ad-hoc Bonus Bill of RPF staff
- Preparation of leave encashment (Holiday) Bill of RPF staff
- Preparation of arrear MACP bill
- Conduct of Medical examination of newly recruited RPF staff
- Issue of PRAN Card of NPS staff
- Issue of pass & PTOs
- Calculation of Income Tax
- Election duty of RPF staff
- All kind of fixation
- Review of staff
- Processing of medically de-categorized staff

SN	Category	Pay Band	Level	On Roll
1	Ch. OS (G.Dey)		Level 7	01
2	OS (K.Dey & D.Mazumder)		Level 6	02

13. Section:-Receipt & Despatch

Detail Activity

- All kind of letter received either from HQ or from differene sub-ordinates/stations /staffs etc.
- On scrutiny of the said ,placed them to supervisor of the section.
- On return from officers, the said letters etc. with proper entry in the register(local,HQ,Memorandum,law cell etc.) are dispatched section wise.
- Receipt of all postal DAK and with proper entry handed over the same to concern section.
- Outward letters,circulars,office orders etc. are also sent with proper entry in DAK Book.
- Outward postal letter with proper ticket sent to the postal deptt.

SN	Category	Pay Band	Level	On Roll
1	Ch. OS			00
2	OS		Level 6	01

14. Section:-Circular

Detail Activity

- Monthly PCDO, MCDO & Misc. statement (Monthly)
- Disposal of statement yearly, Half yearly & Quarterly regarding query of RB'S HQ'S & Local Authority
- Disposal of parliament Business
- Representation of SC/ST as asked by National commission
- Representation of DAR statement for Br. Officer's meeting
- Examination of all DAR cases from diff. Br. Officers
- Circulation of all circulars of Railway Board ,HQ & Others Authority
- dealing of authorization to the Sr. Sub.ordinates for issuing passes & PTOs
- supply and guided for various rules and circulars to the concern officers as and when required.

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SN	Category	Pay Band	Level	On Roll
1	Ch. OS			00
2	OS		Level 6	01

15. Section:-Budget &Store section

Detail Activity

- **Budget**
- Preparation of Budget like August Review, Estimate, Budget Estimate & Revised Estimate, Final Modification Estimate and Appropriation Account.
- Process for grant of civil Grant like House Building Advance, Scooter Advance and Computer Advance.
- Issue memorandum and pay-order of payment
- Issue memorandum for recovery of Advances with interest from salary
- Issue memorandum and pay order in connection with various type of cash Award including Railway Week

Store

- Maintenance of all store materials including computer, printers and other accessories
- Preparation of winter and summer uniform indent
- Acceptance of CUG Bill and memo issue for recover of excess bill from the salary of officers and staff
- Collect store materials from NJP Store and maintain record of store materials
- Process for procurement of non-stock items and prepare requisition and sent to DMM/APDJ
- Process for all type of office machine repairing etc.

SN	Category	Pay Band	Level	On Roll
1	Ch. OS			00
2	OS		Level 6	01

16. Section:-Pass

Detail Activity

- Issue of privilege pass & PTO's of Traffic ,S&T, Engineering ,Mechanical, Electric, Medical, Stat Cell, Commercial and P. Branch.

- Issue of post Retirement passes of Traffic, S&T, Engineering, Mechanical, SElectrical, Medical, Stat Cell, commercial and P. Branch.
- Issue of widow pass
- Issue of all privilege passes, PTOs of Gazetted officers of APDJ Division along with widow passes.
- Issue of Freedom Fighter and Gallantry passes.
- Transfer of pass Account of all departments
- Submission of time to time different position as well as PCDO figure
- Renewal and fresh issue of family identity card of all department
- Renewal & fresh issue of duty I/Card of all deptt.
- Issue of duty pass of all department including officer also issue of special pass
- Maintenance of all Register in connection with pass account
- Issue of pass of CCS, JCS & Rly. institute & co-operative

SN	Category	Pay Band	Level	On Roll
1	Ch. OS			00
2	OS		Level 6	02
3	Chief Typist		Level 7	01

17. Section:-Union cell

Detail Activity

- Conduct PNM –Agenda received from both the recognized union,circulars of agenda item ,collection of remarks of the agenda item from different section as well as Br.officers, consolidating the remarks and submission for conducting meeting.
- Arrangement of PREM meeting including collection of agenda from recognized unions, Associations etc. and consolidating of remarks for conducting PREM meeting.
- Arrangement of different Informal meeting
- On memorandum of different unions,circulars of agenda of memorandum, collection of remarks followed communication to unions.
- On HQ PNM ,circulars of agenda,collection of remarks. After collection of remarks, consolidate the same and sent to GM(P)/MLG with the approval of compent authority
- Sparing of union members on special CL in connection with different meeting unions
- Submission of different position including PCDO,HQ position etc.
- Collection of remarks on the items of memorandum submitted by various Association ,MLA/MPs during various inspection of DRM/ADRM,GM/PHODs and consolidation for onward transmission to HQ.

SN	Category	Pay Band	Level	On Roll
1	Ch. OS			00
2	OS		Level 6	01

18. Section:-Railway school (Boys & Girls)

Detail Activity

- Leave ,Leave regularization ,sick/fit regularization etc. work
- Policy related cases
- Maintenance of P/case, service Book ,leave account including updating of S/Book etc.
- Final settlement cases
- Preparation of salary bill,FS bill and other ancillary works

- In addition academic works of Railway school are also to be looked into

SN	Category	Pay Band	Level	On Roll
1	Ch. OS			00
2	OS (Om Kr. Thapa)		Level 6	01

19. Section:-ZRTI/APDJ

Detail Activity

- All correspondence and statement
- Policy matter related to establishment side
- Maintenance and dealing of service Book, P/Case & leave account of ZRTI/APDJ's staff
- Issue of medical identity card
- RTI cases
- Issue of pass/PTOs including retirement staff
- Preparation of New Letter, trainees statistics
- Budget
- Preparation and submission of regular salary bill(GAZ & Non-Gaz), Trainees stipendary bill and other bill related matter
- Income Tax
- Issue of identity card
- Receipt and dispatch
- Maintenance & dealing of leave account ,sick etc. of ZRTI/APDJ's trainees
- Issue of competency certificate etc.
- Reporting of trainees and maintenance of proper filling ,preparation of sparing ,competency & AC as per calendar
- MCDO,PCDO,CUG/Telephonebill,quarter
- Union matters,PNM file,inspection,training of trainers etc.
- Vigilance report,Absconding file
- Cash imprest etc.
- Store work(stoch/non-stock),Contractual Agreement like AMC of electronic items,Non-electronic & feedback
- Maintenance of stock registers separately for electronic goods & others

SN	Category	Pay Band	Level	On Roll
1	Ch. OS			00
2	OS (U. Saha)		Level 6	00
3 Sr. clerk			Level 5	01

20. Section:-ASC/TC/DOI

Detail Activity

- issue of Identity Card
- Receipt and Dispatch
- Issue of competency certificate etc.
-

SN	Category	Pay Band	Level	On Roll
1	Ch. OS (R.Adhikary)		Level 7	02
2	OS (D.Chakraborty)		Level 6	00

21. Section:-CMS

Detail Activity

- Re-imbursement of Medical Beneficiaries of Railway and retired staff
- Miscellaneous references with HQs
- Receipt of applications,scrutiny of the same, processes the cases,preparation of sanctioned memorandum
- Preparation of imprest and sent to accounts and disbursement of the same
- Bill payment to the pensioner/retired pensioner
- Correspondence and process of Tie-up cases in case of Altra –sonography and city scan with private agency
- Bill payment of the tie-up cases etc.

SN	Category	Pay Band	Level	On Roll
1	Ch. OS			00
2	OS (B.Laskar)		Level 6	01

22. Section:-DMM(Store)/APDJ

Detail Activities

- Preparation of MCDO
- Registration of N.S Demand
- Floating of T.E
- Uploading of Vig. Data
- Passing of suppliers bill
- Assisting DMM/APDJ for miscellaneous correspondence
- Various statement position
- Correspondence with outside vendors
- Placing of Rate contract through DGS&D
- Scrutiny of N.S Demanda

23. Section:-Rajbhasa

Detail Activities

Existing staff strength under Sr.DPO/APDJ are as follows-

Section	COS	OS	SR.Clerk	JR.Clerk	JDR/Peon	R/Sorter	R/IIFTER	Khalasi	Chief typist
Medical	1	1			1				
E.Q		2		1	1				
Mech	3	2		1					
F.S	3	4	1		2				
Elect	2	1							
TFC	3	5	5		1				
GAZ		1							
Engg	1	3	2	1	1				
S& T	1	3							
Welfare	1							1	
Rectt.		2							

Security	1	2							
Received & desp.		1							
circular		1							
Budget/store		1							
Pass		2							1
U/cell		1							
RHHS		1							
ZRTI			1						
ASC/TC/DOI	2								
CMS		1							
DMM									
Rajbhasa									
ADRM/Secy		1							
M&M cell		1							
Total	18	36		3	6			1	1

In addition to above staff there are 03 nos of officers, 07 nos of CS&WI/SWI and 1 CLA are supporting to perform the function of personnel branch of the division.

WORKLOAD OF R/SHORTER:- This category is employed to assist the OS/Sr. clerk for office day to day working .They are employed to keep the vital records of official documents in proper manner & exhibit the same as and when required.

Work load of J/Peon :- Movement of files, delivery of letters to different offices, post offices and other various type of works as and when required time to time for official purpose etc.

Total Staff of Alipurduar Jn.

SN	Gr.'C'	Gr.'D'	Remarks
1	6653	-	As on Oct/18 including Accounts & RPF
Total	6653	-	

Deployment of staff at different units

1. Security:- 1.Sri Gautam Dey,Ch.OS ,2.Sri Krishnendu Dey,OS and 3.Sri Dipsankar Mazumder,OS
- 2) Railway H.S School/APDJ:-1) Sri Om Kumar Thapa,OS
- 3) ZRTI/APDJ:-Sri Utpal Saha, Sr.Clerk
- 4) ASC/TC/DOI:-Rekha Adhikary,Ch.OS ,2) Sri Debasish Chakraborty,Ch.OS

- 5) CMS/APDJ:-Sri Bankim Laskar,OS
- 6) ADRM's secretariat:- Baishali Shyanal
- 7) Media cell :- Sri Anilendu Bhattacharjee

Working at RE/NJP and they are not shown as on roll against APDJ division

- 1. Biplab Kr. Ghosh,Os
- 2. Madhuchandra Banerjee,OS
- 3. Pratima Sengupta,OS
- 4. Mridul Ch. Dey,OS
- 5. Anjan Kr. Dey,Sr.clerk
- 6. Abhijit Sengupta
- 7. Falguni Banerjee ,CS&WI

CHAPTER-III

3.0 CRITICAL ANALYSIS OF EXISTING WORKLOAD AND STAFF REQUIREMENTS:

The activities and work load involved with the Staff under Sr.DPO/APDJ is already discussed in CH-II. In reference of above, the requirement of following category of staff is justified as below-

As discussed with Associated Officer/Supervisor, it is learnt that the requirement of ministerial staff in a division under personnel branch is calculated with respect to proportion strength of on roll staff of the concerned division under different department and as per present practice, it is considered that 1 no. Ministerial cadre deputed against each 100 nos. of on roll staff. As per Record, the total strength of staff under APDJ division is 6653; therefore, the requirement of total Ministerial Staff is $6653/100 = 66.53$, i.e total 67(say) Ministerial cadre is required.

Thus, Nos. of surplus posts is calculated as below-

93(Sanctioned Strength) - 67 (calculated strength)= 26 nos. of posts.

Moreover, as per latest bench mark published by railway board on 30/07/2018 (Ann- II), it is observed that man power ratio of APDJ Division is **11.5 Men per '000 staff against current I.R average is 11.1 Men per '000 staff**, which is higher side and highest among all divisions of N.F.Railway

Summary of staff position under Sr.DPO/APDJ

SL	CATAGORY	SCALE	GRADE PAY	BOS	ON ROLL	VAC	SURPLUS	REMARKS
1	Ch OS	9,300– 34,800	4600	18	15	3		As per above discussion out of 26 posts as per calculation, 21 posts is considered as surplus to keep Promotional Avenue of staff open
2	OS/E	9,300– 34,800	4200	49	36	13	11	
3	Sr Clerk/E	5,200-20,200	2800	15	9	6	5	
4	Jr Clerk/E	5,200-20,200	1900	10	3	7	5	
5	OS/Typist	9,300– 34,800	4600	1	1	0	0	
<i>SUB-TOTAL NOS. OF MINISTERIAL STAFF</i>				93	64	29	21	
6	R/Lifter	5,200-20,200	1800	2	0	2	2	Diminishing category
7	Record Sorter	5,200-20,200	1800	2	0	2	2	
8	JDR/Peon	5,200-20,200	1800	6	4	2	2	
14	Safaiwala	5,200-20,200	1800	8	7	1	1	
15	Sr Porter	5,200-20,200	1800	1	0	1	1	
<i>SUB TOTAL NOS. OF GR-D POST</i>				19	11	8	8	
GRAND TOTAL				112	75	37	29	

CHAPTER-IV

RECOMMENDATION

In this work study 29 nos. of vacant posts of different categories (OS/E – 11, Jr Clerk -5, Sr Clerk - 5, R/Lifter- 2, R/Sorter – 2, JDR Peon- 2, Safaiwala- 1, & Sr Porter - 1) has identified as surplus and proposed for surrender, which may be deleted from the working BOS.

CHAPTER- V **FINANCIAL IMPLICATION**

SN	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	OS/E	9,300– 34,800	4200	26,250	67,462.5	8,09,550	11	89,05,050
2	Jr Clerk/E	5,200-20,200	1900	14,600	37,522	4,50,264	5	22,51,320
3	Sr Clerk/E	5,200-20,200	2800	15,500	39,835	4,78,020	5	23,90,100
4	R/Lifter	5,200-20,200	1800	14,500	37,265	4,47,180	2	8,94,360
5	Record Sorter	5,200-20,200	1800	14,500	37,265	4,47,180	2	8,94,360.
6	JDR/Peon	5,200-20,200	1800	14,500	37,265	4,47,180	2	8,94,360
7	Safaiwala	5,200-20,200	1800	14,500	37,265	4,47,180	1	4,47,180
8	Sr Porter	5,200-20,200	1800	14,500	37,265	4,47,180	1	4,47,180
					TOTAL		29	1,71,23,910 171.23 LAKH

5.1. PROJECTED FINANCIAL SAVINGS PER ANNUM

Rs.171.23 Lakhs (say) per annum

CHAPTER - VI

6.0. READY RECKONER

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