



WORK STUDY REPORT
ON
REVIEW OF COMMERCIAL STAFF STRENGTH OF RANGIYA DIVISION UNDER
SR.DCM/RNY

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STUDY NO. WSNF/15/2019-20.

CASE NO. Z/375/10/15/2019-20

CENTRAL PLANNING ORGANISATION

N. F. RAILWAY/MALIGAON

GUWAHATI - 781011.

EXECUTIVE SUMMARY

SUBJECT: Work study on “Review of Commercial staff strength of Rangiya Division under Sr.DCM/RNY”.

STUDY NO	:	WSNF/15/2019-20
CASE NO	:	Z/375/10/15/2019-20
AUTHORITY	:	SDGM/N.F.R.
CONCERN DIV.	:	RANGIYA
DEPARTMENT	:	COMMERCIAL
DATE OF COMMENCEMENT	:	03.07.2019
DATE OF COMPLETION	:	09.07.2019
DATE OF SUBMISSION	:	09.07.2019

TERMS OF REFERENCE:

Approved Annual study programme.

NOS. OF RECOMMENDATION: 1 (One).

The study team has identified total 15 nos. of vacant Posts of different categories (Commercial Superintendent - 7, Sr CC - 5, WR Bearer – 1 & Seal Man-2) as surplus and proposed for surrender.

PROJECTED MAN POWER: 15 Posts.

PROJECTED FINANCIAL SAVING: Rs 94.84 lakh per annum (approx.)

MONTH AND YEAR OF CIRCULATION: JULY/2019.

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CHAPTER – I

1.0. INTRODUCTION:

Rangiya is established as a new division of N.F.Railway in the year 2003 and the jurisdiction under RNY Division Starts from NBQ to CGS in main line and from NBQ to AZA in loop line via GLPT including Branch line from RNY to MZS. The MG Gauge from RNY to MZS is converted BG in the year 2012-13. It is situated at middle part of N.F Rly. It is the corridor of ARUNACHAL PRADESH of N.E.Region, thus it has main role regarding setting up of communication in between state of N.E.Region to other parts of India and the RNY Division has been serving the demands of people of N.E.region satisfactorily even due to difficult of insurgency problems in the region. However, GOI has taken a policy to connect all the states of NE region to the other parts of country through Railway Network providing updated technical support.

2.0. ACKNOWLEDEMENT :

Work study team is grateful to Shri Sanjib Ghosh Sr.DCM/RNY for his kind guidance and co-operation for conducting this study.

The work study team is also thankful to Shri T.K.Mandal, ACM/ RNY and Shri Tanmoy Chanda, CMI/RNY for his 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).
- 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 :

Approved Annual Work Study Programme for the year 2019 - 20

5.0. METHODOLOGY:

a) Discussion with Sr.DCM & the nominated Sr.Subordinate

During field work, discussion was done with Sr.DCM/RNY regarding aspect and scope of work study on “Review of Commercial staff strength of Rangiya Division under Sr.DCM/RNY.” And accordingly, Sr.DCM/RNY had nominated Shri T.K. Mandal, ACM/ RNY as Associated Officer and Shri Tanmoy Chanda, CMI/RNY as Associated Inspector (placed at Annex-I).

b) Collection of data relating to workload

The working BOS was collected from Sr. DPO/RNY's office .

CHAPTER-II

2.0. Activities and Work load

Jr Clerk :- In the early days, before introduction of computer in working periphery, ministerial staff of S&T dept. had to work manually by pen and paper and by type writer, which was very time consuming process and work load was justified. But after introduction of computer, the work load is reduced by many fold as many facilities are available in computer regarding desk working. In this connection, Railway administration had provided computers to improve working atmosphere.

Even, executives and supervisors are also equipped with computers to do their own work in P.C., which reduces dependency on ministerial staff for clerical job. Thus, redundancy of work load of ministerial staff is caused.

- **Work load of Seal man :**

Work load of seal man is to keep the assets in safe custody. Regular checking of physical condition of go-downs and sealing properly. If noticed any damage or suspicious intruders in the campus, should report to the unit in-charge immediately.

Commercial Clerk :-

- CC can be posted in Ticket Booking Offices (known as Booking Clerk) or in Goods Shed (Known as Goods Clerk).
- Booking Clerk issues tickets to Passengers (either traditional paper tickets or through computerized Unreserved Ticket System – UTS), book Luggage and parcels, supervise their loading and maintains concerned registers. Nowadays in some small stations Booking Clerk is also given additional charge of Computerized Passenger Reservation.
- Booking Clerk can be given independent charge of a small station (known as Clerk-in-charge) stations or work under a Station Master or a Booking Supervisor in other stations.
- Goods Clerk works in major Goods dealing stations/yards. His job involves booking freight traffic, coordinate with SM/YM regarding allotment of wagon, loading/unloading etc.

Summary of existing Staff position under Sr.DCM/RNY of RNY division

SN	Station	Category	Pay band	Grade pay	BOS	On Roll strength	Vac
1	NBQ	Comm. Superitendent.	9,300 – 34,800	4600	2	2	
		SrCC	5200-20200	2800	4	4	
		Seal Man	5200-20200	1800	2	1	+1
		WR Bearer (DC)	5200-20200	1800	3	3	+1
		WR Bearer (RG)	5200-20200	1800	1		
2	BNGN	Comm. Superitendent.	9,300 – 34,800	4600	2	2	
		SrCC	5200-20200	2800	1	2	-1 (Excess)
		WR Bearer	5200-20200	1800	2	2	
3	RNY	Comm. Superitendent	9,300 – 34,800	4600	2	2	
		Sr C C	5200-20200	2800	8	6	2
		Seal Man (DC)	5200-20200	1800	1	0	1
		WR Bearer	5200-20200	1800	1	4	-1(Excess)
		WR Bearer (DC)	5200-20200	1800	2		
4	GLPT	Comm. Superitendent.(DC	9,300 – 34,800	4600	1	0	+1
		Comm. Superitendent.	9,300 – 34,800	4600	1	0	+1
		Sr C C	5200-20200	2800	1	0	+1
5	NMM	Comm. Superitendent.(DC	9,300 – 34,800	4600	1	0	+1
		Sr C C	5200-20200	2800	1	0	+1
6	RPAN	Comm. Superitendent.(DC	9,300 – 34,800	4600	1	0	+1
		Comm. Superitendent.	9,300 – 34,800	4600	2	0	+2
		Sr C C	5200-20200	2800	1	0	+1
7	NHLN	Comm. Superitendent.(DC	9,300 – 34,800	4600	2	1	+1
				TOTAL	42	29	15

CHAPTER-III

3.0.CRITICAL ANALYSIS OF EXISTING WORKLOAD AND STAFF REQUIREMENTS:

3.1. Some category of staff /Posts are declared as redundant/obsolete, vide **GM(P) /MLG's Office letter no- E/59/III 4(C) Pt-V-B dt.-16/10/2000**, (placed as Annex-ii).

As per above mentioned letter , staff/ posts categorized as sealman in this study are identified as surplus as below-

Sealman-2 posts (NBQ-1, RNY-1)

3.2. The cleaning and maintenance of waiting room in some stations had already been handed over to out agencies through contract agreement and same process is going on for the other railway stations in Indian Railways. In view of above, the study team is in the view that further engagement in this category has rarest scope , so the vacant posts are identified as surplus and shown in the table below.

3.3. Cadre restructuring of commercial department of Indian Railway is already done, vide **Railway Board Letter no-E(NG)I-2016/PM1/12(Pt.) dt.- 22/02/2018**, (placed as Annex-iii).

As per above letter , due to cadre restructuring of commercial Dept of RNY Division, work load of Comm Sup and Comm Clerk against the existing strength and capacity is reduced by many fold. Moreover Computerisation and use of software for day to day work of Comm Dept. also reduced the work load in terms of man-days ratios.

During discussion with concerned dept. of said division, it is revealed that the existing working (On Roll) strength is adequate against the present work load.

In view of above, the study team had identified the following posts of CS and Sr.CC/Jr.CC as surplus on the basis of rationalization of man power against work load , vice-a-versa to save the Railways Revenue , and the proposal is tabulated in Table-I below-

TABLE-I

SN	Station	Category	Pay band	Grade pay	BOS	On Roll strength	Identified Surplus
1	NBQ	Comm. Superintendent.	9,300 – 34,800	4600	2	2	
		Sr CC	5200-20200	2800	4	4	
		Seal Man	5200-20200	1800	2	1	1
		WR Bearer (DC)	5200-20200	1800	3	3	1
		WR Bearer (RG)	5200-20200	1800	1		
2	BNGN	Comm. Superintendent.	9,300 – 34,800	4600	2	2	
		Sr CC	5200-20200	2800	1	2	1(Excess)
		WR Bearer	5200-20200	1800	2	2	
3	RNY	Comm. Superintendent	9,300 – 34,800	4600	2	2	
		Sr C C	5200-20200	2800	8	6	2
		Seal Man (DC)	5200-20200	1800	1	0	1
		WR Bearer	5200-20200	1800	1	4	1(Excess)
		WR Bearer (DC)	5200-20200	1800	2		
4	GLPT	Comm. Superintendent.(DC	9,300 – 34,800	4600	1	0	1
		Comm. Superintendent.	9,300 – 34,800	4600	1	0	1
		Sr C C	5200-20200	2800	1	0	1
5	NMM	Comm. Superintendent.(DC	9,300 – 34,800	4600	1	0	1
		Sr C C	5200-20200	2800	1	0	1
6	RPAN	Comm. Superintendent.(DC	9,300 – 34,800	4600	1	0	1
		Comm. Superintendent.	9,300 – 34,800	4600	2	0	2
		Sr C C	5200-20200	2800	1	0	1
7	NHLN	Comm. Superintendent.(DC	9,300 – 34,800	4600	2	1	1
				TOTAL	42	29	15

***Total Nos. of posts as per working BOS is 42 nos, out of which 2 nos. of posts are operated in excess , which are not reflected in BOS and included in On Roll strength, hence total 15 nos vacant posts , excluding 2 nos. of operated in excess, are identified as surplus in this work study**

CHAPTER-IV

RECOMMENDATION

The study team has identified total 15 nos. of vacant Posts of different categories (Commercial Superintendent - 7, Sr CC - 5, WR Bearer - 1& Seal Man-2) as surplus and proposed for surrender.

CHAPTER-V

FINANCIAL IMPLICATION

EXPENDITURE / SAVINGS PER ANNUM

5.0. The calculation of total expenditure Grade-wise is furnished below-

S N	Category	Pay Band	G/Pay	Basic Pay in Rs	Revised Pay as per 7th CPC	Salary per annum in INR	posts proposed for surrender	Total amount in Rs
1	Comm. Superintendent.	9,300 – 34,800	4600	26,650	68,490.5	8,21,886	7	57,53,202
2	Sr C C	5200-20200	2800	15,500	39,835	4,78,020	5	23,90,100
3	Seal Man	5200-20200	1800	14,500	37265	4,47,180	2	8,94,360
4	WR Bearer	5200-20200	1800	14,500	37265	4,47,180	1	4,47,180
						TOTAL	15	94,84,842. = 94.84Lakh (approx)

1.0. PROJECTED SAVINGS PER ANNUM :

The related savings against proposed surplus posts is at the tune of Rs 94.84 Lakh (say) as calculated in above table.

CHAPTER - VI

6.0. READY RECKONER

Pay Band	GP	Mean pay	Basic Pay in Rs	M.F. of 7 th 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
5200-20200	2800	12700	15,500	39,835	4,78,020

