

NORTHEAST FRONTIER RAILWAY



WORK STUDY REPORT

ON

**REVIEW OF STAFF STRENGTH OF COMMERCIAL DEPARTMENT UNDER SR DCM
LMG OF LUMDING DIVISION.**

GUIDED BY:

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STUDY NO. WSNF/09/2019 - 20

CASE NO. Z/375/10/09/2019 - 20

CENTRAL PLANNING ORGANISATION

N. F. RAILWAY/MALIGAON

GUWAHATI - 781011.

EXECUTIVE SUMMARY

SUBJECT: Review of Staff Strength of Commercial department under Sr DCM/LMG of Lunding Division.

STUDY NO : **WSNF/09/2019- 20**

CASE NO : **Z/375/10/09/2019 - 20**

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

CONCERN DIV. : **LUMDING.**

DEPARTMENT : **COMMERCIAL.**

DATE OF COMMENCEMENT : **07/ 11/2019**

DATE OF COMPLETION : **04/12/2019**

DATE OF SUBMISSION : **04/12/2019**

TERMS OF REFERENCE:

Approved annual Programme of Work Study.

NOS. OF RECOMMENDATION: 1(One)

The study team has identified total 18 nos. of vacant Posts of different categories (Aayah - 1, Safaiwala - 12, Station Water man – 2 & Waiting Room Bearer-3) as surplus and proposed for surrender, which may be deleted from existing BOS.

PROJECTED MAN POWER : 18 Posts.

PROJECTED FINANCIAL SAVING : Rs 81.04 Lakhs per annum.

MONTH AND YEAR OF CIRCULATION : Dec/2019

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CHAPTER-1

1. 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 to this objectives, The Railway Board has emphasized to take up review of staff strength of various departments in the Railway. In pursuance of this policy of Railway Board, the central planning Organisation of N.F.Railway/Maligaon has conducted this work study on requirements of staff under Sr DCM/LMG of LMG Division.

1.1 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 (output/input) either by improving the output (numerator) or by decreasing the input (denominator).
- Up-gradation/introduction of automation/innovations
- Outsourcing of noncore activity.
- Availability of better process/technology.
- Reducing/removing redundancy in work.

1.2. AUTHORITY:

SDGM of N .F. Railway.

1.3. TERMS OF REFERENCE:

Approved Annual Work Study Programme

1.4. METHODOLOGY:

- a) Collection of data relating to workload.
- b) Discussion with Sr DCM/LMG& Subordinates and obtaining their views.
- c) Assess the workload for Commercial /field activity.
- d) Assess the workload for LMG division's field units.
- e) Assess the staff requirements for the above workload.

1.5. ACKNOWLEDGEMENT:

Work study team is grateful to Sri A.K.DeySr DCM/LMG, Sri S.N.Tiwary ACM/LMG , for their kind guidance and co-operation for conducting this study. The work study team is thankful to Sri P.Bordoloi CCMI/LMG for his assistance rendered to the work study team for conducting the subject study.

- 1.6. a)** Sr DCM/LMG has nominated Sri S.N.Tiwary ACM/LMG as associated officer and Sri P .Bordoloi CCMI/LMG as associated supervisor for the said study (placed as Annex-I)

b) Collection of data relating to workload

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

CHAPTER-II

SUMMARY OF WORK LOAD

. Activities and Work load :

Safaiwala :

Sanitation services are to be provided in all the railway premises including the railway colonies, railway stations, circulating area, railway yards, office, coaches and the track. Cleanliness of these areas is a multidisciplinary approach by various departments of the Railways viz. Medical, Engineering, Commercial and Mechanical. The Medical Department maintains the sanitation at railway colonies where Health Inspectors are posted. The Commercial Department maintains other colonies, stations and also the Goods Offices, Parcel offices, etc.

The primary duty of Safaiwala under Commercial Department is to cleaning of Station round the clock which includes cleaning of platforms, Tracks, washable aprons, waiting rooms/halls, VIP lounge. Offices of stations and drains, circulating area and surrounding areas. Rag picking from outer signal to outer signal of both end stations . Garbage collection and disposal daily to dumping place away from station building. Beside this they have to perform other duties also as and when ordered by the in-charge of them.

STATION WISE DISTRIBUTION OF COMMERCIAL STAFF OF LUMDING DIVISION

Station	BOS	ON ROLL	VACANT
<u>Rivetman</u>			
NGC	1	1	0
<u>Aavah</u>			
GHY	2	1	1
<u>Office Peon</u>			
LMG	1	1	0
<u>Safaiwala</u>			
NGC	4	0	4
LKA	1	1	0
HBN	2	0	2
DPU	1	1	0
SZR	1	1	0
HKD	1	0	1
MBG	1	0	1
SCL	1	0	1
LLBR	1	0	1
KXJ	1	0	1
DMR	2	1	1
LKG	0	1	-1
<u>Station Water Man</u>			
GHY	0	1	-1
KXJ	1	0	1
<u>Waiting Room Bearer</u>			
BPB	1	1	0
DMR	0	1	-1
KXJ	2	1	1
DMV	1	0	1
CPK	2	1	1
KYQ	2	2	0
GHY	1	2	-1
LMG	2	2	0
<u>Retiring Room Bearer</u>			
LMG	2	2	0
<u>Commercial Courier</u>			
GHY	1	1	0
LMG	4	4	0
TOTAL	39	26	17

CHAPTER -III

CRITICAL ANALYSIS OF EXISTING WORK LOAD AND STAFF REQUIREMENTS :

3.1. Safaiwala :

Sanitation services are to be provided in all the railway premises including the railway colonies, railway stations, circulating area, railway yards, office, coaches and the track. Cleanliness of these areas is a multidisciplinary approach by various departments of the Railways viz..Medical, Engineering, Commercial and Mechanical. The Medical Department maintains the sanitation at railway colonies where Health Inspectors are posted.

In this context, it is observed that the work load of Safaiwala is off-loaded. In this work study the study team emphasis on proper utilization of man power in Railways, obviously, it is proposed that the working strength in this category should be reduced to zero by redeployment of staff to other field where more staff is required and the vacant posts should be surrender immediately for saving of revenue.

3.1. EXISTING SANCTIONED AND IDENTIFIED SURPLUS POSTS:

Station	BOS	ON ROLL	VACANT	EXCESS	IDENTIFIED SURPLUS POSTS
<u>Rivetman</u>					
NGC	1	1	0		
<u>Aavah</u>					
GHY	2	1	1		1
<u>Office Peon</u>					
LMG	1	1	0		
<u>Safaiwala</u>					
NGC	4	0	4		4
LKA	1	1	0		
HBN	2	0	2		2
DPU	1	1	0		
SZR	1	1	0		
HKD	1	0	1		1
MBG	1	0	1		1
SCL	1	0	1		1
LLBR	1	0	1		1
KXJ	1	0	1		1
DMR	2	1	1		1
LKG	0	1	-1	1	
<u>Station Water Man</u>					
GHY	0	1	-1	1	1
KXJ	1	0	1		1
<u>Waiting Room Bearer</u>					
BPB	1	1	0		
DMR	0	1	-1	1	
KXJ	2	1	1		1
DMV	1	0	1		1
CPK	2	1	1		1
KYQ	2	2	0		
GHY	1	2	-1	1	
LMG	2	2	0		
<u>Retiring Room Bearer</u>					
LMG	2	2	0		
<u>Commercial Courier</u>					
GHY	1	1	0		
LMG	4	4	0		
TOTAL	39	26	17	4	18

1 Post of Safaiwala is operated in excess in LKG, and 1 post of Station Water Man is operated in excess at Guwahati station, which is marked as diminishing category vide GM(P)/MLG's letter no-E 59/III 4(C)/Pt-IV-B Dt 16/10/2000.

CHAPTER-IV

RECOMMENDATION

The study team has identified total 18 nos. of vacant Posts of different categories (Aayah - 1, Safaiwala - 12, Station Water man – 2 & Waiting Room Bearer-3) as surplus and proposed for surrender, which may be deleted from existing BOS.

CHAPTER- V

FINANCIAL IMPLICATION **EXPENDITURE / SAVINGS PER ANNUM**

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	Aayah	5200-20200	1900	14,600	37,522	4,50,264	1	4,50,264
2	Safaiwala	5200-20200	1900	14,600	37,522	4,50,264	12	54,03,168
3	Station Water man.	5200-20200	1900	14,600	37,522	4,50,264	2	9,00,528
4	Waiting Room Bearer	5200-20200	1900	14,600	37,522	4,50,264	3	13,50,792
						TOTAL	18	81,04,752 =81.04 lakhs

1.0. PROJECTED SAVINGS PER ANNUM :

The related savings against proposed surplus posts is at the tune of Rs81.04 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