

NORTHEAST FRONTIER RAILWAY



**WORK STUDY REPORT ON ADEQUACY OF MINISTERIAL STAFF STRENGTH
OF COMMERCIAL DEPARTMENT UNDER SR. DCM/APDJ OF N.F.RAILWAY**

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STUDY NO. WSNF/25/2019-20

CASE NO. Z/375/10/25/19-20

CENTRAL PLANNING ORGANISATION

N. F. RAILWAY/MALIGAON

GUWAHATI - 781011.

EXECUTIVE SUMMARY

SUBJECT: Work study for “Adequacy of Ministerial staff strength of Commercial deptt Under Sr.DCM/APDJ” (Work study No. WSNF/25/2019-20)

STUDY NO: WSNF/25/2019-20

CASE NO : Z/375/10/25/19-20

AUTHORITY: SDGM/MLG

CONCERN DIV : APDJ

DEPARTMENT: Commercial

TERMS OF REFERENCE:

Adequacy of the Ministerial staff strength of Commercial department Under Sr.DCM/APDJ

No. OF RECOMMENDATION: 1 (One)

After critical examination of the workload and activities a total **16 Nos.** Staff (viz. Ch OS - 02 Nos, OS- 06 Nos., Sr Clerk-02 Nos. , J/Peon- 01 No. , Peon office- 02 Nos. , C/Peon-01 No. & S/Cleaner- 02 Nos.) of Commercial Department are surplus Under Sr DCM/APDJ, which may be surrendered and the BOS may be corrected accordingly

FINANCIAL ACHIEVEMENT:

Projected manpower surrenders 16Nos.

*Projected Recurring Saving / annum = **Rs. 137.15 lakhs (VII CPC)***

MONTH AND YEAR OF CIRCULATION : JANUARY 2020

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CHAPTER-I

1.0 INTRODUCTION:

The Railway administration has to be making the best of its resources including manpower keeping them at the optimum level to attain the financial viability. Taking into consideration to 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 to assess the requirements of Ministerial staff strengths in commercial branch under Sr DCM/APDJ.

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.

1.2 TERMS OF REFERENCE :

Commercial department under Sr DCM/APDJ

1.4 METHODOLOGY

Discussion with Sr DCM, ACM/APDJ and nominated subordinate

- a) Before conducting this study a discussion was made with Sr DCM/APDJ who has been nominated Shri B.B.GIRI ACM/I/APDJ as Associated Officer and Shri SOMEN, CMI/APDJ as Divisional Inspector. The BOS as on 14.10.2019 is collected from the concern section of DPO/IC/APDJ's office.
- b) Collection of data relating to workload.
- c) Assess the workload for other activity.
- d) Assess the staff requirements for the above workload.

1.5 ACKNOWLEDGEMENT:

Work study team is grateful to Sri A.M.THAKUR, Sr.DCM/RNY, Sri B.B.GIRI, ACM/APDJ & Sri SOMEN, CMI/APDJ, for their kind guidance and co-operation for conducting this study.

CHAPTER-II

2.0 SUMMARY OF WORK LOAD:

CHIEF OS & OS; This category is entrusted to look after establishment matters of staff, attendance, all establishment and stores correspondence. Based on the yard sticks he should review periodically to account for the workload and consequently update the competence and adequacy of the staff. He also monitors the audit cases, Pension cases, MACP of staff, Maintenance of P/Case also dealt with court cases.

SN	Group C Category	Pay Matrices	Level	Sanction	On Roll	Vacancy
1	Ch OS	44900 - 142400/-	L/7	05	03	02
2	OS	35400 - 112400/-	L/6	13	07	06
		Total		18	10	08

Sr. Clerk:

This category will maintain the records of establishment matters of staff, attendance, all establishment and stores correspondence and acquainted with the workload of Establishment matter of the office under Sr.DCM/APDJ.

SN	Group C Category	Pay Matrices	Level	Sanction	On Roll	Vacancy
1	Sr Clerk	29200- 92,300/-	L/5	03	01	02
		Total		03	01	02

JDR Peon:

This category is presently employed to look after the cleaning activity in office premises & now a days this is done by Janitor/HQ through contractor agency.

SN	Group C Category	Pay Band	Level	Sanction	On Roll	Vacancy
1	Jdr Peon	18000- 56,900/-	L/1	02	01	01
		Total		02	01	01

Peon Office:

This category is the assistance category of Ch.OS , OS, other ministerial category for office maintenance work.

SN	Group C Category	Pay Band	Level	Sanction	On Roll	Vacancy
1	Office Peon	18000- 56,900/-	L/1	03	01	02
		Total		03	01	02

C/Peon:

This category is the assistance category of Ch.OS , OS, other ministerial category for office maintenance work.

SN	Group C Category	Pay Band	Level	Sanction	On Roll	Vacancy
1	C/Peon	18000-56,900/-	L/1	01	Nil	01
		Total		01	Nil	01

S/Cleaner:

Collection, removal and disposal of rubbish from railway premises etc. Sweeping the road and other surface area of the Railway premise and collection of the sweepings, put these in the dustbins and also remove the cobwebs etc. Clean the drains and carry out periodic de-silting.

Against the 40 sanctioned posts, this deptt is running with 38 posts which keep a total 02 posts vacant. This is already declared as redundant & diminishing category vide GM/P/MLG's Letter no. E/59/III 4(C) Pt. V-B, Dtd. Mar 2016 (copy enclosed).

The study team suggest to surrender 02 vacant posts .

SN	Group C Category	Pay Band	Level	Sanction	On Roll	Vacancy
1	S/Cleaner	18000-56,900/-	L/1	40	38	02
		Total		40	38	02

2.1 EXISTING SANCTION AND ON ROLL STAFF STRENGTH OF COMMERCIAL COURIER UNDER SR DCM/APDJ.

Sl No	Category	Pay Matrices	Level	Sanction	Actual	Vacancy
1	Ch OS	44900 - 142400/-	L/7	05	03	02
2	OS	35400 - 112400/-	L/6	13	07	06
3	Sr Clerk	29200 -92,300/-	L/5	03	01	02
4	Jr Clerk	19900-63200/-	L/2	01	01	0
5	CCMI	44900 - 142400/-	L/7	08	06	02
6	CMI	35400 - 112400/-	L/6	03	03	0
7	CS/Coaching & Goods	44900 - 142400/-	L/7	29	28	01
8	CCC/Coaching & Goods	35400 - 112400/-	L/6	66	50	16
9	Sr.CC/ Coaching & Goods	29200 -92,300/-	L/5	31	30	01
10	Jr CC	21700-69100/-	L/3	17	16	01
11	C/Controller	35400 - 112400/-	L/6	01	0	01
12	M/Driver	19900-63200/-	L/2	01	01	0
13	CRS	44900 - 142400/-	L/7	07	07	0
14	RS/2	35400 - 112400/-	L/6	18	18	0
15	ECRC	29200 -92,300/-	L/5	07	07	0

16	Peon (STN)	18000-56900/-	L/1	01	01	0
17	J/Peon	18000-56900/-	L/1	02	01	01
18	Peon Office	18000-56900/-	L/1	03	01	02
19	C/Peon	18000-56900/-	L/1	01	0	01
20	E/Peon	18000-56900/-	L/1	01	0	01
21	CTTI/Peon	18000-56900/-	L/1	01	0	01
22	S/Cleaner	18000-56900/-	L/1	40	38	02
23	Steno grapher	35400 - 112400/-	L/6	01	01	0
24	CTI/I	44900 - 142400/-	L/7	10	05	05
25	TTI/TC	35400 - 112400/-	L/6	22	24	-02
26	Sr TC/Sr TE	29200 -92,300/-	L/5	11	55	-44
27	Jr TC/TE	19900-63200/-	L/2	30	57	-27
28	CTTI/I	44900 - 142400/-	L/7	71	48	23
29	TTI	35400 - 112400/-	L/6	163	125	38
30	TTE	25500-81100/-	L/4	78	02	76
31	LR TC for TTE	19900-63200/-	L/2	31	0	31
				676	536	140

CHAPTER-III

3.0 CRITICAL ANALYSIS OF EXISTING WORKLOAD AND STAFF REQUIREMENTS:

The activities and work load involved against various categories of staff under Sr DCM/APDJ ministerial staff has already discussed in Chapter-II.

Chief OS & OS: This category is entrusted to look after establishment matters of staff, attendance, all establishment and stores correspondence. Based on the yard sticks he should review periodically to account for the workload and consequently update the competence and adequacy of the staff. He also monitors the audit cases, Pension cases, MACP of staff, Maintenance of P/Case also dealt with court cases.

S N	Group C Category	Pay Matrices	Level	Sanction	On Roll	Vacancy	Proposed BOS	Proposed Surrender
1	Ch OS	44900 - 142400/-	L/7	05	03	02	03	02
2	OS	35400 - 112400/-	L/6	13	07	06	07	06
		Total		18	10	08	10	08

Therefore, 02 vacant post of Ch.OS & 06 vacant post of OS is recommended for surrender.

Sr. Clerk:

This category will maintain the records of establishment matters of staff, attendance, all establishment and stores correspondence and acquainted with the workload of Establishment matter of the office under Sr.DCM/APDJ.

SN	Group C Category	Pay Matrices	Level	Sanction	On Roll	Vacancy	Proposed BOS	Proposed Surrender
1	Sr Clerk	29200-92,300/-	L/5	03	01	02	01	02
		Total		03	01	02	01	02

Therefore, 02 vacant post of Sr.Clerk is recommended for surrender.

JDR Peon:

This category is presently employed to look after the cleaning activity in office premises & now a days this is done by Janitor/HQ through contractor agency. Hence, this category having no viable importance and may be easily surrendered.

The sanctioned strength of this category is 07 and all are vacant. Moreover, **this category is already declared as diminishing category vide GM/P/MLG's letter no. E/59/III-4(C) Pt. V-B, Dtd. 16/10/2010.**

SN	Group C Category	Pay Band	Level	Sanction	On Roll	Vacancy	Proposed BOS	Proposed Surrender
1	Jdr Peon	18000-56,900/-	L/1	02	01	01	01	01
		Total		02	01	01	01	01

Therefore, 01 vacant post of JDR Peon is recommended for surrender.

Peon Office:

This category is the assistance category of Ch.OS , OS, other ministerial category for office maintenance work.

Moreover, **this category is already declared as diminishing category vide GM/P/MLG's letter no. E/59/III-4(C) Pt. V-B, Dtd. 16/10/2010.**

SN	Group C Category	Pay Band	Level	Sanction	On Roll	Vacancy	Proposed BOS	Proposed Surrender
1	Office Peon	18000-56,900/-	L/1	03	01	02	01	02
		Total		03	01	02	01	02

Therefore, 02 vacant posts of Office Peon is recommended for surrender.

C/Peon:

This category is the assistance category of Ch.OS , OS, other ministerial category for office maintenance work. Against the 01 sanctioned post, the office is running without any C/Peon & this post now a days has no viable importance.

Moreover, **this category is already declared as diminishing category vide GM/P/MLG's letter no. E/59/III-4(C) Pt. V-B, Dtd. 16/10/2010.**

SN	Group C Category	Pay Band	Level	Sanction	On Roll	Vacancy	Proposed BOS	Proposed Surrender
1	C/Peon	18000-56,900/-	L/1	01	Nil	01	Nil	01
		Total		01	Nil	01	Nil	01

Therefore, 01 vacant post of C/ Peon is recommended for surrender.

S/Cleaner:

Collection, removal and disposal of rubbish from railway premises etc.Sweeping the road and other surface area of the Railway premise and collection of the sweepings and put these in the dustbins and also remove the cobwebs etc.
Clean the drains and carry out periodic de-silting.

Against the 40 sanctioned posts, this deptt is running with 38 posts which keep a total 02 posts vacant. This is already declared as redundant & diminishing category vides GM/P/MLG's Letter no. E/59/III 4(C) Pt. V-B, Dtd. Mar 2016.

The study team suggest to surrender 02 vacant posts .

SN	Group C Category	Pay Band	Level	Sanction	On Roll	Vacancy	Proposed BOS	Proposed Surrender
1	S/Cleaner	18000-56,900/-	L/1	40	38	02	38	02
		Total		40	38	02	38	02

Therefore, 02 vacant post of S/Cleaner is recommended for surrender.

CHAPTER-IV

PROPOSED & SURPLUS STAFF

4.0 As discussed in critical analysis in para-3 of Chapter- III, the proposed strength and proposed surplus staff of Ministerial staff under Commercial Dept is tabulated below : –

4.1 SUMMARISED PROPOSAL OF SURRENDER OF POST UNDER SR DCM/APDJ

S N	Group C Category	Pay Matrices	Level	Sanction	On Roll	Vacancy	Proposed BOS	Proposed Surrender
1	Ch OS	44900/- - 142400/-	L/7	05	03	02	03	02
2	OS	35400/- - 112400/-	L/6	13	07	06	07	06
3	Sr Clerk	29200-92,300/-	L/5	03	01	02	01	02
4	Jdr Peon	18000-56,900/-	L/1	02	01	01	01	01
5	Office Peon	18000-56,900/-	L/1	03	01	02	01	02
6	C/Peon	18000-56,900/-	L/1	01	Nil	01	Nil	01
7	S/Cleaner	18000-56,900/-	L/1	40	38	02	38	02
		Total		67	38	16	38	16

Total Proposed surrender under Sr DCM/APDJ identified as 16 Nos.

CHAPTER-V

RECOMMENDATION

5.0 After critical examination of the workload and activities a total **16 Nos.** Staff (viz. Ch OS - 02 Nos, OS- 06 Nos., Sr Clerk-02 Nos. , J/Peon- 01 No. , Peon office- 02 Nos. , C/Peon-01 No. & S/Cleaner- 02 Nos.) of Commercial Department are surplus Under Sr DCM/APDJ, which may be surrendered and the BOS may be corrected accordingly

CHAPTER-VI

6.0

EXPENDITURE / FINANCIAL SAVINGS PER ANNUM

The expenditure involved in surplus posts per annum is as follows-

SN	1 Name of post	2 Pay level	3 Mean pay	4 DA 17 % as on date	5 Value per month	6 No. of posts	7 Value per anum
1	Ch. OS	L/7	93650	15920/-	109570/-	02	02 X 12 X 109570/- = 2629680/-
2	OS	L/6	73900	12563/-	86463/-	06	06 X 12 X 86463/- = 6225336/-
3	Sr Clerk	L/5	60750	10327	71077/-	02	02 X 12 X 71077/- = 1705848/-
	Jdr Peon	L/1	37450	6366/-	43816/-	01	01 X 12 X 43816/- = 525792/-
	Office Peon	L/1	37450	6366/-	43816/-	02	02 X 12 X 43816/- =1051584/-
	C/Peon	L/1	37450	6366/-	43816/-	01	01 X 12 X 43816/- = 525792/-
	S/Cleaner	L/1	37450	6366/-	43816/-	02	02 X 12 X 43816/- =1051584/-
					Total	16	1,37,15,616/-

Total surplus = **16** posts

Projected Recurring Saving / annum = Rs.137.15 lakhs

CHAPTER – VII

7.0

READY RECKONER as per VII CPC

SN	Level	First Pay	Last pay	Mean pay monthly	DA 17 %	Monthly in Rs.	Yearly in Rs.
1	Level-1	18000	56900	37450	6366/-	43816/-	525792/-
2	Level-2	19900	63200	41550	7063/-	48613/-	583356/-
3	Level-3	21700	69100	45400	7718/-	53118/-	637416/-
4	Level-4	25500	81100	53300	9061/-	62361/-	748332/-
5	Level-5	29200	92300	60750	10327	71077/-	852924/-
6	Level-6	35400	112400	73900	12563/-	86463/-	1037556/-
7	Level-7	44900	142400	93650	15920/-	109570/-	1314840/-
8	Level-8	47600	151100	99350	16889/-	116239/-	1394868/-

