WORK STUDY

ON

REVIEW OF STRENGTH OF STAFF

UNDER SSE/W/MXN IN TINSUKIA DIVISION

GUIDED BY:

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STUDY NO. WSNF/18/2019- 20.

CASE NO. Z/375/10/18/2019- 20.

CENTRAL PLANNING ORGANISATION

N. F. RAILWAY/MALIGAON

GUWAHATI - 781011.

EXECUTIVE SUMMARY

SUBJECT: Work study on "Review of strength of staff under SSE/W/MXN in Tinsukia Division."

STUDY NO : **WSNF/18/2019- 20**

CASE NO : **Z/375/10/18/2019- 20**

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

CONCERN DIV.: **TINSUKIA**

DEPARTMENT : **ENGINEERING**

DATE OF COMMENCEMENT : **29.03.2019**

DATE OF COMPLETION : **22.04.2019**

DATE OF SUBMISSION : **22.04.2019**

TERMS OF REFERENCE:

Approved annual Programme of Work Study.

NOS. OF RECOMMENDATION: 1(One)

The study team has identified 20nos of vacant posts of different categories (Tech Painter Gr-I - 1, Sr Tech Mason (MCM) = 1,Tech Mason Gr-I – 2, Tech Mason Gr- III – 1,Sr Tech S/Mason =1, Tech S/Mason Gr-I = 2,Sr Tech/Fitter = 2, Tech/Fitter Gr-III =1,TechFPO Gr –I =1, Mali =1,SWM = 2&Khalasi Helper - 5) as surplus and proposed for surrender, which may be deleted from the working BOS.

PROJECTED MAN POWER: 20 Posts.

PROJECTED FINANCIAL SAVING: Rs 105.81 Lakhs per annum.

MONTH AND YEAR OF CIRCULATION: April/2019

I N D E X

CHAPTER – I

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 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 "Review of staff strength in the unit of SSE/W/MXN under Sr.DEN/C /TSK in Tinsukia Division."

2.0.ACKNOWLEDEMENT :

Work study team is grateful to Shri P. Kumar, Sr.DEN/C/TSK for his kind guidance and co-operation for conducting this study. The work study team is also thankful to Shri A. Hazarika, ADEN/G/TSK andShri A. Chakraborty, Ch.OS/Sr.DEN Office/TSK for his assistance rendered to the Work Study team for conducting the work study.

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 :

Approved annual work study programme.

5.0.METHODOLOGY:

a) Discussion with Sr.DEN/C/TSK & the nominated Sr.Subordinate

During field work, discussion was done with regarding the work study and Shri P.Kumar, Sr.DEN/C/TSK had nominated ShriA.Hazarika,ADEN/G/TSK and Shri A. Chakraborty, Ch.OS/TSK for the study team, which is placed as Annex-I .

b) Collection of data relating to workload

The required data is collected from Sr.DPO/TSK at DBRT Office, Sr.DEN/TSK Office to conduct the study.

CHAPTER-II

Activities of staff

- **Work load of Tech.Carpenter:**
  This category is engaged for Carpentry work as well as repairing of doors, windows and other wooden structures of buildings of Railway and Railway colonies. Presently these works are accomplished by engaging the contractor/agency.

- **Work load of Black Smith:**
  This category is employed to repair, fittings of Iron door, windows, grills other metal related work in railway premises. They also entrusted to fix the rolling sheet, cutting metal pipes and ancillary works in Enggdeptt.

- **Work load of Mason:**
  This category is engaged for masonry work of Drains, Boundary walls & all sorts of plastering/repairing works of Railway buildings and premises. Mostly these works are accomplished by the contractor/agency engaged.

- **Work load of S/Mason:**
  This category is engaged for masonry work of safety tanks, repairing the safety tanks, sewage lines of Railway buildings and premises. Presently these works are accomplished by the contractor/agency engaged.

- **Work load of FPO:**
  This category Known as Filter Plant Operator are employed for operating Filter Plants of Pump House for each station building for water supply which are presently accomplished by engaging the contractor/agency. Only a skeleton staff of FPO are required to look after the contractors work and physical attendance/ work required in case of emergency.

- **Work load of Fitter :**
  This category is employed to look after the plumbing , water pipeline repairing jointing work etc. of Railway premises and colonies and maintain the water line network trouble free in day to day working. Presently these works are accomplished by engaging the contractor/agency and these fitter categories are employed to keep vigil and monitor the same as and when it is required.
- **Work load of Sr. Watchman:**

  Work load of watchman 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.

- **Work load of TWM:**
  TWM is entrusted with fitting and repairing of Tube Well in the jurisdiction of SSE(Works).
- **Work load of FPO/Helper:**
  This category is employed to assist the FPO in filter plant of pump house for replacing charcoal, sand etc. used in Filter plant and maintaining the plant.

JURISDICTION UNDER SSE/W/MXN

The jurisdiction of Mariani Works falls under the jurisdiction of Tinsukia Division.SSE/W/MXN is situated 156 K.M. away from Division Office. The colony, road , drain and Railway Office building are maintained by this unit. The unit is under functional control of Sr DEN/C/TSK under TSK Division and an ADEN/MXN Office is also operated from MXN for looking after their work. 1326 Residential Quarters, 34 nos of Service cum office building falls under this jurisdiction.

WORK LOAD OF THE UNIT OF SSE/W/MXN.

1) Residential Quarter total = 1326 units.
2) Total Plinth area of residential Quarters = 52168.08 sq m.
3) Service Building :
   Under SSE/W/MXN there are 34 nos of service cum Office building to be maintained.
4) Total plinth Area of Service Building = 15407Sqmt
5) **OTHER WORKS LOAD.**

1) Road = 16388Rm.
2) Drains Major =5000 Rm and Minor = 9000 Rm.
3) Bridge Major = 323.30Rm and Minor = 158Rm .
4) Level Crossing = Manned =18NosUnmanned =19 Nos.
5) Pipeline = 36,000 Rm.

6) **FILTER PLANT**

STATION	NUMBER	TYPE OF FILTER	CAPACITY
MXN	1	Deep good filter.	8,10,000lts.
AGI	1	IRP	43,200 lts.
JT	1	IRP	1,35,000 lts

7) **DETAILS OF WORK LOAD FOR THE PERIOD FROM APRIL'18 TO MARCH'19.**

Nature of Works	Number of Compliant	
	Received	Complied
Leaky Roof	183	183
Door changed	270	265
Masonry	538	538
Carpentry	26	26

8) **Water Supply**

Station	Tap Water	Raw Water	No of Tube well	No of Deep Tube well
MXN	28 Nos.	1,35,000	-	-
AGI	14 Nos	-	-	1 Nos
SLX	-	-	2 Nos	-
NCH	-	-	3 Nos	-
MEG	-	-	1 Nos	-
LH	-	-	1 Nos	-

KQY	-	-	1 Nos	-
CMA	-	-	1 Nos	-
JT goods	-	-	1 Nos	1 Nos

9) No of Trolley = Nil.

10) No of Rest House : 3 Nos .(One Subordinate Rest house& Two Officers Rest House).

11) RUB = Nil.

12) FOB = 1 No.

13) Retiring Room = 2 Room (Each 2X 2 bed).

14) No of Godown = 1 No in same premises.

2.3. STAFF POSITION OF SSE/W/MXN OF TINSUKIA DIVISION

SN	CATEGORY	SCALE	G/PAY	BOS	ON ROLL	VACANCY
1	Sr Tech Carpenter (MCM)	9300-34800	4200	02	02	00
2	Tech Carpenter Gr-I	5200-20200	2800	04	04	00
3	Tech Carpenter Gr-II	5200-20200	2400	01	02	-01
4	Tech Carpenter Gr-III	5200-20200	1900	02	02	00
5	Sr Tech Painter	9300-34800	4200	00	00	00
6	Tech PainterGr- I	5200-20200	2800	02	01	01
7	Tech Painter Gr-II	5200-20200	2400	00	00	00
8	Tech Painter Gr-III	5200-20200	1900	00	02	-02
9	Tech Black Smith Gr-I	5200-20200	2800	00	00	00
10	Tech Black Smith Gr-II	5200-20200	2400	00	00	00
11	Tech Black Smith Gr-III	5200-20200	1900	00	00	00
12	Sr Tech Mason (MCM)	9300-34800	4200	02	01	01
13	Tech Mason Gr-I	5200-20200	2800	02	00	02
14	Tech Mason Gr-II	5200-20200	2400	00	00	00
15	Tech Mason Gr-III	5200-20200	1900	02	01	01
16	SrTech S/Mason	9300-34800	4200	01	00	01
17	Tech S/Mason Gr-I	5200-20200	2800	02	00	02
18	Tech S/Mason Gr-II	5200-20200	2400	00	00	00
19	Sr Tech/Fitter	9300-34800	4200	03	01	02
20	Tech/Fitter Gr-I	5200-20200	2800	01	02	-01
21	Tech/Fitter Gr-II	5200-20200	2400	00	00	00
22	Tech/Fitter Gr-III	5200-20200	1900	01	00	01
23	SrTechFPO	9300-34800	4200	00	00	00
24	TechFPO Gr-I	5200-20200	2800	01	00	01
25	TechFPO Gr-II	5200-20200	2400	00	01	-01
26	TechFPO Gr-III	5200-20200	1900	01	01	00
27	TechTWM Gr-I	5200-20200	2800	00	00	00
28	TechTWM Gr-III	5200-20200	2400	00	00	00
29	Mali	5200-20200	1800	01	00	01
30	SWM	5200-20200	1800	03	01	02
31	Khalashi, Khalasi Helper, V/M,F/M	5200-20200	1800	06	01	05

		TOTAL-	**37**	**22**	**15**

CHAPTER-III

3.0 . CRITICAL ANALYSIS OF EXISTING WORKLOAD AND STAFF REQUIREMENTS:

3.1. The activities and work load of Staff under SSE/W/MXN have already discussed in Chapter-II.

The Work Study Team critically examined the various activities & work load of SSE/Works/MXNaccording to the activity-wise observation it is seen that work load is in decreasing trend. The reason is that numbers of activities are either off loaded or some activities are becoming obsolete. More over now-a-days maximum works are done by the Railway through contractual basis where mere supervision lies on the part of SSE/Works.

3.2. EQUATED WORKLOAD OF SSE/WORKS/MXN.
The Equated Plinth areas under SSE/WORKS/MXN are:

i) Equated Plinth area of Residential Quarters = 52168.08Sq.m
ii) Equated Plinth area of Service/Office Building= 15407Sq.m
iii) Equated Plinth area of Road = 16388X 2.5 = 40,970Sq.m
iv) Equated Plinth area of Drains = 5000 RM (Major) & 9000 RM (Minor)
Equated area of major drain (LXB) = 5000 X 1 =5000 Sq.m.
Equated area of minor drain (LXB) = 9000X .5 = 4500 Sq.m.
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TOTAL = 9500 Sq.m.
v) Equated Plinth area of Bridge = 323.30 Rm& Minor 158 Rm.
Equated area of major Bridge = 323 .30 X1.7 approx. = 549.61Sq.m.
Equated area of major Bridge = 158 X1.7 approx. = 268.6Sq.m.
==========
TOTAL = 818.21Sq.m.

3.3. Work load of Carpenter:

The doors of all the Quarters are altering either by PVC or Iron, therefore the workload of Carpenters are reducing drastically.

3.4. Work load of Painter:

The activities of **Painter** are not a routine work & reduced immensely for off loading of some activities. Mostly the work of painter is accomplished by contractually.

This category is engaged for painting work of doors, windows of Railway buildings and premises, offices, station buildings etc. Presently these works are accomplished by the contractor/agency engaged.

3.5. Work load of FPO:

This category Known as Filter Plant Operator and employed for operating Filter Plants of Pump , but under SSE/W/TSK the water supply is done through deep tube well. Only at certain stations as mentioned below , the Filter Plants are operated at TSK

3.6. Work load of Helper:

This category is employed to assist the fitter in all categories like carpenter, mason, plumber, black smith etc to carry out maintenance work in Railway premises, rest houses,

As multiskilling concept is introduced in Railways working hence all artisan categories may be utilized as and when required. Therefore, for any specific work the necessity of Helper category is abolished.

3.5. SUMMARY OF PROPOSED SURPLUS STAFF UNDER SSE/W/MXN

SN	CATEGORY	SCALE	G/PAY	BOS	ON ROLL	VACANCY/EXCESS	SURPLUS
1	Sr Tech Carpenter (MCM)	9300-34800	4200	02	02	00	
2	Tech Carpenter Gr-I	5200-20200	2800	04	04	00	
3	Tech Carpenter Gr-II	5200-20200	2400	01	02	-01(excess)	
4	Tech Carpenter Gr-III	5200-20200	1900	02	02	00	
5	Sr Tech Painter	9300-34800	4200	00	00	00	
6	Tech PainterGr- I	5200-20200	2800	02	01	01	01
7	Tech Painter Gr-II	5200-20200	2400	00	00	00	
8	Tech Painter Gr-III	5200-20200	1900	00	02	-02(excess)	
9	Tech Black Smith Gr-I	5200-20200	2800	00	00	00	
10	Tech Black Smith Gr-II	5200-20200	2400	00	00	00	
11	Tech Black Smith Gr-III	5200-20200	1900	00	00	00	
12	Sr Tech Mason (MCM)	9300-34800	4200	02	01	01	01
13	Tech Mason Gr-I	5200-20200	2800	02	00	02	02
14	Tech Mason Gr-II	5200-20200	2400	00	00	00	
15	Tech Mason Gr-III	5200-20200	1900	02	01	01	01
16	Sr Tech S/Mason	9300-34800	4200	01	00	01	01
17	Tech S/Mason Gr-I	5200-20200	2800	02	00	02	02
18	Tech S/Mason Gr-II	5200-20200	2400	00	00	00	
19	Sr Tech/Fitter	9300-34800	4200	03	01	02	02
20	Tech/Fitter Gr-I	5200-20200	2800	01	02	-01(excess)	
21	Tech/Fitter Gr-II	5200-20200	2400	00	00	00	
22	Tech/Fitter Gr-III	5200-20200	1900	01	00	01	01
23	SrTechFPO	9300-34800	4200	00	00	00	
24	TechFPO Gr-I	5200-20200	2800	01	00	01	01
25	TechFPO Gr-II	5200-20200	2400	00	01	-01(excess)	
26	TechFPO Gr-III	5200-20200	1900	01	01	00	
27	TechTWM Gr-I	5200-20200	2800	00	00	00	
28	TechTWM Gr-III	5200-20200	2400	00	00	00	
29	Mali	5200-20200	1800	01	00	01	01
30	SWM	5200-20200	1800	03	01	02	02
31	Khalashi, Khalasi Helper, V/M,F/M	5200-20200	1800	06	01	05	05
			TOTAL-	**37**	**22**	**20-5**(excess)= **15**	**20**

3.6. As discussed in abovepara 3.5, the study team observed that 20nos of vacant posts of different categories (Tech Painter Gr-I - 1, Sr Tech Mason (MCM) = 1,Tech Mason Gr-I – 2, Tech Mason Gr- III – 1,Sr Tech S/Mason =1, Tech S/Mason Gr-I = 2,Sr Tech/Fitter = 2, Tech/Fitter Gr-III =1,TechFPO Gr –I =1, Mali =1,SWM = 2&Khalasi Helper - 5) are identified as surplus and proposed for surrender

CHAPTER-IV
RECOMMENDATION

The study team has identified 20nos of vacant posts of different categories (Tech Painter Gr-I - 1, Sr Tech Mason (MCM) = 1,Tech Mason Gr-I – 2, Tech Mason Gr- III – 1,Sr Tech S/Mason =1, Tech S/Mason Gr-I = 2,Sr Tech/Fitter = 2, Tech/Fitter Gr-III =1,TechFPO Gr –I =1, Mali =1,SWM = 2 &Khalasi Helper - 5) as surplus and proposed for surrender, which may be deleted from the working BOS.

CHAPTER-V
FINANCIAL IMPLICATION
EXPENDITURE / FINANCIAL SAVINGS PER ANNUM

SN	Category	Pay Band	G/Pay	Basic Pay in Rs	Revised Pay as per 7th CPC	Salary per annum in INR	Nos of posts proposed for surrender	Total amount in Rs	Total amount in Lakh Rs
1	Tech PainterGr- I	5200-20200	2800	15,500	39,835	4,78,020	1	4,78,020	4.78
2	Sr Tech Mason (MCM)	9300-34800	4200	26,250	67,462.5	8,09,550	1	8,09,550	8.09
3	Tech Mason Gr-I	5200-20200	2800	15,500	39,835	4,78,020	2	9,56,040	9.56
4	Tech Mason Gr-III	5200-20200	1900	14,600	37,522	4,50,264	1	4,50,264	4.50
5	Sr Tech S/Mason	9300-34800	4200	26,250	67,462.5	8,09,550	1	8,09,550	8.09
6	Tech S/Mason Gr-I	5200-20200	2800	15,500	39,835	4,78,020	2	9,56,040	9.56
7	Sr Tech/Fitter	9300-34800	4200	26,250	67,462.5	8,09,550	2	16,19,100	16.19
8	Tech/Fitter Gr-III	5200-20200	1900	14,600	37,522	4,50,264	1	4,50,264	4.50
9	TechFPO Gr-I	5200-20200	2800	15,500	39,835	4,78,020	1	4,78,020	4.78
10	Mali	5200-20200	1800	14,500	37,265	4,47,180	1	4,47,180	4.47
11	SWM	5200-20200	1800	14,500	37,265	4,47,180	2	8,94,360	8.94
12	Khalasi Helper	5200-20200	1800	14,500	37,265	4,47,180	5	22,35,900	22.35
						TOTAL	20		105.81Lakh (Approx)

5.1. PROJECTED FINANCIAL SAVINGS PER ANNUM- Rs.105.81Lakhs 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