



WORK STUDY
ON
REVIEW OF STRENGTH OF STAFF
UNDER SSE/W/DBRT IN TINSUKIA DIVISION
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STUDY NO. WSNF/13/2019- 20.

CASE NO. Z/375/10/13/2019- 20.

CENTRAL PLANNING ORGANISATION
N. F. RAILWAY/MALIGAON
GUWAHATI - 781011.

EXECUTIVE SUMMARY

SUBJECT: Work study on “Review of strength of staff under SSE/W/DBRT in Tinsukia Division.”

STUDY NO	:	WSNF/13/2019- 20
CASE NO	:	Z/375/10/13/2019- 20
AUTHORITY	:	SDGM/N.F.R.
CONCERN DIV.	:	TINSUKIA
DEPARTMENT	:	ENGINEERING
DATE OF COMMENCEMENT	:	20.05.2019
DATE OF COMPLETION	:	28.06.2019
DATE OF SUBMISSION	:	28.06.2019

TERMS OF REFERENCE:

Approved annual Programme of Work Study.

NOS. OF RECOMMENDATION: 1(One)

The study team has identified 17 nos of vacant posts of different categories (Tech Carpenter Gr1= 1, Tech Carpenter Gr III = 1, Tech Painter Gr I - 1, Sr Tech Mason -1, Tech Mason Gr1-2, Tech S/Mason Gr-I – 1, Sr Tech/Fitter -1, Tech FPO Gr I -1, SWM -1, Mali – 1 & Khalasi Helper -6) as surplus and proposed for surrender, which may be deleted from the working BOS.

PROJECTED MAN POWER: 17 Posts.

PROJECTED FINANCIAL SAVING: Rs 102.41 lakhs per annum.

MONTH AND YEAR OF CIRCULATION: June/2019

I N D E X

Chapter	Contents	Page No.
I	Introduction	4
II	Activities and work load	5 - 7
III	Critical analysis of staff requirements.	9 -10
IV	Recommendation.	11
V	Financial implication.	
VI	Ready Reckoner	12

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/DBRT 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 and Shri A. Chakraborty, Ch.OS/Sr.DEN Office/TSK for his assistance rendered to the Work Study team for conducting the work 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 (output / 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.

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/TSK had nominated Shri A.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 Engg deptt.

- **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/DBRT

The jurisdiction of SSE/W/DBRT is from Cabua to DBRT in Main line and DBRG to Moranhat in branch line

WORK LOAD OF THE UNIT OF SSE/W/DBRT

1. Residential Quarter total = 2054 units.
2. Total Plinth area of residential Quarters = 96,536.27 Sqm
3. Service Building :
Under SSE(W)DBRT , there are 160 nos of service cum Office building to be maintained.
4. Total plinth area of service building = 63578.35 Sqm
5. **OTHER WORKLOAD.**
6. Road = 20975.00 Rm
7. Drains :- Major = 5050.00 Rm and Minor = 21329.00 Rm
8. Bridge :- Major = 554.94 Rm and Minor = 278.48 Rm
9. Level Crossing :- Manned= 34 Nos and Unmanned = 3 Nos
10. Pipeline :- 40,720.00 Rm

11. **FILTER PLANT:**

STATION	NUMBER	TYPE OF FILTER	CAPACITY
DBRT	9	Pressure Filter	10,000 GPH each
DBRG	3	Pressure Filter	3X10,000 GPH

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

Nature of Works	Number of Complaint	Complied
Leaky Roof	98	40
Door Changed	230	102
Masonry	320	125
Carpentry	207	167

13. **Water Supply**

Station	Tap Water		Raw Water		No of Tube well		No of Deep Tube well	
	Stn	Colony	Stn	Colony	Stn	Colony	Stn	Colony
DBRT	Yes	Yes	No	No	Nil	86	1	12
DBRG	Yes	Yes	No	No	Nil	Nil	2	1
DMGN	Yes	Nil	Yes	Yes	Nil	13	1	Nil
KOWN	Yes	Nil	Yes	Yes	Nil	13	1	Nil
LPK	Yes	Nil	Yes	Yes	Nil	10	1	Nil
CKW	No	No	Yes	Yes	1	4	Nil	Nil
LHL	No	No	Yes	Yes	2	10	Nil	Nil
DKM	No	No	Yes	Yes	2	14	Nil	Nil

14. No. of Trolley = Nil
15. No of Rest House = 02 (Two)
16. RUB = 11
17. FOB = 3
18. Retiring Room = 4
19. No of Godown = 18

2.3. STAFF POSITION OF SSE/W /DBRT UNDER Sr.DEN/C/TSK

SL	Category	SCALE	Grade pay	Sanction Strength	On Roll	Vacancy/Excess
1	Sr. Tech Carpenter	9300-34800	4200	2	4	-2
2	Tech Carpenter - I	5200-20200	2800	4	3	+1
3	Tech Carpenter - II	5200-20200	2400	1	1	0
4	Tech Carpenter - III	5200-20200	1900	2	1	+1
5	Tech Painter - I	5200-20200	2800	2	1	+1
6	Tech Painter - III	5200-20200	1900	0	1	-1
7	Sr. Tech B/Smith	9300-34800	4200	0	2	-2
8	Tech B/Smith - I	5200-20200	2800	0	1	-1
9	Sr. Tech Mason	9300-34800	4200	2	1	+1
10	Tech Mason - I	5200-20200	2800	2	0	+2
11	Tech Mason - II	5200-20200	2400	0	2	-2
12	Tech Mason - III	5200-20200	1900	2	2	0
13	Sr. Tech S/Mason	9300-34800	4200	1	1	0
14	Tech S/Mason - I	5200-20200	2800	1	0	+1
15	Sr. Tech Fitter	9300-34800	4200	3	2	+1
16	Tech Fitter - I	5200-20200	2800	2	2	0
17	Tech Fitter - II	5200-20200	1900	1	1	0
18	Tech Fitter - III	9300-34800	4200	3	3	0
19	Tech FPO - I	5200-20200	2800	1	0	+1
20	Tech FPO - II	5200-20200	2400	0	2	-2
21	Tech FPO - III	5200-20200	1900	1	1	0
22	SWM	5200-20200	1800	3	2	+1
23	Mali	5200-20200	1800	1	0	+1
24	Khalasi, V/Man	5200-20200	1800	6	0	+6
	Total-			40	33	17-10=+7

CHAPTER-III

3.0 . CRITICAL ANALYSIS OF EXISTING WORKLOAD AND STAFF REQUIREMENTS:

3.1. The activities and work load of Staff under SSE/W/DBRT have already discussed in Chapter-II. The Work Study Team critically examined the various activities & work load of SSE/Works/DBRT according 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/DBRT.

The Equated Plinth areas under SSE/WORKS/DBRT are:

i) Equated Plinth area of Residential Quarters	= 96536.27x 0.7	= 67,575.39Sq.m
ii) Equated Plinth area of Service/Office Building	= 63578.35 x 1	= 63578.35 Sq.m
iii) Equated Plinth area of Road	= 20975.00x 1	= 20975.00Sq.m
iv) Equated Plinth area of Drains	= 26,379x1	= 26,379 Sq.m
v) Equated Plinth area of Bridge	= 833.42 x1.6	= 1333.47Sq.m
<hr/>		
Total		= 179841.21 Sq.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 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.

3.6. Work load of FPO:

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

The work study team also suggest that as the water supply of this station has become contractual, the FPO force may be utilized as is where is basis based on the concept of multi-skilling in Railway working.

3.7. Work load of Black Smith

This category is employed to repair, fittings of Iron door, windows, grills other metal related work in railway premises. Presently work load of Blacksmith is reduced due to engagement of the contractor/out-agencies during zonal work and by execution through CA.

3.8. Work load of Tube Well Mistry(TWM)

TWM is entrusted with fitting and repairing of Tube Well in the jurisdiction of SSE(Works). The water supply in the railways is done by organized way from filter plant or from ground water plant by deep boring. Use of tube well is either obsolete or limited in numbers, thus work load of TWM is reduced.

3.9. Work load of Mali :

This category is employed to make gardening in office and Railway premises. They are employed to maintain these gardens in proper manner

3.10. Work load of Khalashi/ Kh Helper

Khalashi/ Kh helpers are entrusted to assist the artisan staff and other duties as directed by supervisors. Due to engagement of contractor/out-agencies for execution of works, the work load of Khalashi/ Kh helpers is reduced drastically.

4.0.SUMMARY OF PROPOSED SURPLUS STAFF UNDER SSE/W/DBRT.

SL	Category	SCALE	Grade pay	Sanction Strength	On Roll	Vacancy/Excess	Surplus
1	Sr. Tech Carpenter	9300-34800	4200	2	4	-2	
2	Tech Carpenter - I	5200-20200	2800	4	3	+1	1
3	Tech Carpenter - II	5200-20200	2400	1	1	0	
4	Tech Carpenter - III	5200-20200	1900	2	1	+1	1
5	Tech Painter - I	5200-20200	2800	2	1	+1	1
6	Tech Painter - III	5200-20200	1900	0	1	-1	
7	Sr. Tech B/Smith	9300-34800	4200	0	2	-2	
8	Tech B/Smith - I	5200-20200	2800	0	1	-1	
9	Sr. Tech Mason	9300-34800	4200	2	1	+1	1
10	Tech Mason - I	5200-20200	2800	2	0	+2	2
11	Tech Mason - II	5200-20200	2400	0	2	-2	
12	Tech Mason - III	5200-20200	1900	2	2	0	
13	Sr. Tech S/Mason	9300-34800	4200	1	1	0	
14	Tech S/Mason - I	5200-20200	2800	1	0	+1	1
15	Sr. Tech Fitter	9300-34800	4200	3	2	+1	1
16	Tech Fitter - I	5200-20200	2800	2	2	0	
17	Tech Fitter - II	5200-20200	1900	1	1	0	
18	Tech Fitter - III	9300-34800	4200	3	3	0	
19	Tech FPO - I	5200-20200	2800	1	0	+1	1

20	Tech FPO - II	5200-20200	2400	0	2	-2	
21	Tech FPO - III	5200-20200	1900	1	1	0	
22	SWM	5200-20200	1800	3	2	+1	1
23	Mali	5200-20200	1800	1	0	+1	1
24	Khalasi, V/Man	5200-20200	1800	6	0	+6	6
	Total-			40	33	17-10=+7	17

***Total Nos. of posts as per working BOS is 40 nos., out of which 10 nos. of posts are operated in excess , which are not reflected in BOS and included in On Roll strength, hence total 17 nos vacant posts is identified as surplus in this said work study**

- 4.1.** As discussed in above para 4.0. the study team observed that 17 nos of vacant posts of different categories (Tech Carpenter Gr I = 1, Tech Carpenter Gr III = 1, Tech Painter Gr I - 1, Sr Tech Mason -1, Tech Mason Gr I-2, Tech S/Mason Gr-I – 1, Sr Tech/Fitter -1, Tech FPO Gr I -1, SWM -1 Mali - 1 & Khalasi Helper -6) are identified as surplus and proposed for surrender

CHAPTER-IV

RECOMMENDATION

The study team has identified 17 nos of vacant posts of different categories (Tech Carpenter GrI= 1, Tech Carpenter Gr III = 1, Tech Painter GrI - 1, Sr Tech Mason -1, Tech MasonGr1-2, Tech S/Mason Gr-I - 1, SrTech/Fitter -1, Tech FPO GrI -1, SWM -1, Mali - 1& Khalasi Helper -6) as surplus and proposed for surrender, which may be deleted from the working BOS.

CHAPTER-V

FINANCIAL IMPLICATION

EXPENDITURE / FINANCIAL SAVINGS PER ANNUM

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

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	Total amount in Lakh Rs
1	Tech Carpenter Gr-I	5200-20200	2800	24,850	63,864.	7,66,368	1	7,66,368	7.66
2	Tech Carpenter Gr-III	5200-20200	1900	14,600	37,522	4,50,264	1	4,50,264	4.50
3	Tech Painter Gr- I	5200-20200	2800	24,850	63,864.	7,66,368	1	7,66,368	7.66
4	Sr. Tech Mason	9300-34800	4200	26,250	67,462.5	8,09,550	1	8,09,550	8.09
5	Tech Mason - I	5200-20200	2800	24,850	63,864.	7,66,368	2	15,32,736	15.32
6	Tech S/Mason - I	5200-20200	2800	24,850	63,864.	7,66,368	1	7,66,368	7.66
7	Sr. Tech Fitter	9300-34800	4200	26,250	67,462.5	8,09,550	1	8,09,550	8.09
8	Tech FPO - I	5200-20200	2800	24,850	63,864.	7,66,368	1	7,66,368	7.66
9	SWM	5200-20200	1800	14,500	37,265	4,47,180	1	4,47,180	4.47
10	Mali	5200-20200	1800	14,500	37,265	4,47,180	1	4,47,180	4.47
11	Khalasi Helper	5200-20200	1800	14,500	37,265	4,47,180	6	26,83,080	26.83
				TOTAL					Rs102.41 Lakh (approx.)

5.1. PROJECTED FINANCIAL SAVINGS PER ANNUM- Rs.102.41Lakhs 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