



NORTH EAST FRONTIER RAILWAY

WORK STUDY REPORT ON

**REVIEW OF STAFF STRENGTH OF SSE/P.Way/MXN OFFICE OF ENGINEERING
DEPARTMENT AT MXN UNDER SR.DEN/C/TSK**

GUIDED BY : SHRI B.LAKRA , SDGM
: SHRI L.R. WARY, EFFICIENCY OFFICER

CONDUCTED BY : SHRI VIJAY KUMAR YADAV, WSI/HQ/MLG

STUDY NO.: WS NF/69/19-20

CASE NO. : WS NF(MXN)/69/19-20

AUTHORITY : SDGM.

CENTRAL PLANNING ORGANISATION

MALIGAON: GUWAHATI: 781011

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ON

**REVIEW OF STAFF STRENGTH OFSSE/P. Way/MXN OFFICE OF
ENGINEERING DEPARTMENT AT MXN UNDER SR.DEN/C/TSK**

CO-ORDINATING OFFICERS & PERSONNEL

BRANCH OFFICER- SHRI PRAMOD KUMAR,SR.DEN/C/TSK

ASSOCIATED OFFICER-SHRI SHRI A. DAS, ADEN/MXN

ASSOCIATED SUPERVISOR- SHRI S.BASUMATARY, SSE/P.Way/MXN

CONDUCTED BY:

SHRI VIJAY KUMAR YADAV WSI/HQ/MLG

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CENTRAL PLANNING ORGANISATION

N. F. RAILWAY/MALIGAON

GUWAHATI - 781011.

EXECUTIVE SUMMARY

**SUBJECT: WORK STUDY ON “REVIEW OF STAFF STRENGTHSSE/P. Way/MXN
OFFICE OF ENGINEERING DEPARTMENT AT MXN UNDER SR.DEN/C/TSK**

STUDY NO :WS NF/69/19-20

CASE NO : WS NF (MXN)/69/19-20

AUTHORITY : SDGM

CONCERN UNIT : HQ/MALIGAON

DEPARTMENT : ENGINEERING

DATE OF COMMENCEMENT: 26.04.2019

DATE OF COMPLETION:20. 05.2019

DATE OF SUBMISSION: 21.05.2019

**TERMS OF REFERENCE: REVIEW OF STAFF STRENGTH SSE/P. Way/MXN
OFFICE OF ENGINEERING DEPARTMENT AT MXN UNDER SR.DEN/C/TSK**

NOS. OF RECOMMENDATION: 1 (One).

**The work study Team, had identified that total 04 posts (OS: 01, Sr.Tech.Painter:01
Tech. Painter Gr-I; 02 Total: 04 Posts) surplus and proposed that those posts may be
surrender and deleted from the BOS of Engineering department (under
SSE/P.Way/MXN) of Tinsukia Division.**

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- PROJECTED MAN POWER:04 Posts**

**PROJECTED FINANCIAL SAVING: Rs. Twenty Five Lakhs Seventy Five
Thousand One hundred Forty per annum**

- MONTH AND YEAR OF CIRCULATION: May'2019**

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CHAPTER - I

INTRODUCTION

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 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 on requirements of engineering staff under SSE/P. Way/IC/MXN of Tinsukia Division.

2.0.

ACKNOWLEDEMENT:

Work study team is grateful to P. Kumar Sr. DEN Tinsukia, and Shri A.Das ADEN/MXN For their kind guidance and co-operation for conducting this study.

The work study team is also thankful to Shri S.Basumatary SSE/P.Way/IC/MXN for their 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).
- Multi-skilling of existing Staff and combining various activities.
- 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:

Annual programme of work study approved by SDGM/NFR

5.0. METHODOLOGY:

a) Discussion with ADEN/MXN & SSE/P.Way/IC/MXN

During field work, discussion was done regarding present work load of Engineering staff in the category of Ch. OS, Sr. Tech. Painter & Tech. Painter Gr-I,. Review of staff strength with respect to present workload. . In connection with this study, the Associated officer, Shri A. Das ADEN/MXN and Shri S. Basumatary concerned supervisor are nominated by Sr.DEN/C(L/A) on 16.05.2019.

(Enclosed as Annex-I).

b) Collection of data relating to workload

After discussion, the relevant data regarding present work load and staff position was obtained from concerned unit in-charge and other data regarding sanctioned strength, etc was gathered ...from personal branch of engineering department, on the basis data obtained assessment of work load is done in the study report.

CHAPTER - II

SUMMARY OF WORKLOAD

2.0 The works are broadly classified as follows:

- a) Maintain Office Records properly.**
- b) Assist Ch. OS and OS in ministerial work in establishment work.**
- c) Painting Works related to Tracks especially at the time of Annual GM Inspection of the Section.**
- d) Curve painting, Point & Crossing painting & L.C Gate painting, L.C.gate fencing painting, Reference Post painting. etc.**
- e) Other misc. works which is not mentioned above.**

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The staff position of selective categories under SSE/P.Way/MXN

SL/No	Designation	Scale of Pay	Grade Pay	B.O.S.	Actual	Vacancy
1	SSE/P.Way/MXN	9300-34800	4600	4	4	0
2	JE/P.Way/MXN	9300-34800	4200	4	2	2
3	Ch. OS(G)	9300-34800	4600	1	0	1
4	OS(G)	9300-34800	4200	2	1	1
5	Sr.Tech. Painter	9300 - 34800	4200	01	0	1
6	Tech. Painter Gr-I	5200 - 20200	2800	02	0	2
7	Sr. Tech. Blacksmith	9300- 34800	4200	00	1	0
8	Tech. Blacksmith Gr-I	5200 - 20200	2800	02	1	1
9	Tech. Blacksmith Gr-III	5200 - 20200	1900	01	1	0
10	Sr. Tech. Welder	9300- 34800	4200	01	2	0
11	Tech. welder Gr-I	5200 - 20200	2800	01	0	0
12	Tech. welder Gr-III	5200 - 20200	1900	01	0	1
13	Khalasi	5200 - 20200	1800	01	1	0
14	Track maintainer -I	5200 - 20200	2800	19	19	0
15	Track maintainer -II	5200 - 20200	2400	38	35	3
16	Track maintainer -III	5200 - 20200	1900	70	61	9
17	Track maintainer -IV	5200 - 20200	1800	191	152	37
				339	280	57

CHAPTER - III

2. CRITICAL ANALYSIS OF EXISTING WORKLOAD AND STAFF REQUIREMENTS:

3.1. The activities and work load involved against OS & Painter of SSE/P.Way/IC/MXN Office has already discussed in Chapter-II.

3.2. The Establishment work **load** of OS under SSE.P Way Office can be managed by utilizing Ch. OS and OS .It is mentioned that since 2009, 01 post of Ch. OS/OS was vacant and work was manageable by available 02 nos. Ch. OS/OS in the office. Some technological improvement has already be implemented such as Provision of Computer in Office, developing of online requisition system, 5S in Office etc. . Further Sr. Tech. Painter & Tech. Painter Gr-I post in SSE/P. Way/MXN Office is vacant since long and so painting works of Point & Crossing, Curve painting etc. is done by existing staff(which is not designated as painter but know painting work) and some other way as told by SSE/P.Way./IC/MXN told. It is also mentioned that Painting works is not required whole year, 1 or 2 times painting is ordinarily done specially at the time of GM Annual Inspection/DRM Inspection. Thus, redundancy of work load is analysed in view of proper utilisation of man power. **In view of above, 04 nos. vacant posts (1 OS +3 Sr. Tech. Painter & Tech. Painter Gr-I) are identified as surplus.**

CHAPTER -IV

RECOMMENDATION

The work study team had identified that total 04 posts (OS-01, Sr. Painter & Painter Gr-I - 03 as surplus and proposed that those posts may be surrender and deleted from the BOS of Engineering deptt. of SSE/P. Way/MXN(IC)/Office under Sr. DEN/C/TSK.

CHAPTER - V

FINANCIAL IMPLICATION

S N	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	Office Superintendent	9300-34800	4200	26,250	67,462.5	8,09,550	1	8,09,550
2	Sr.Tech. Painter	9300-34800	4200	26,250	67,462.5	8,09,550	1	8,09,550
3.	Tech. Painter Gr-I	5200-20200	2800	15,500	39,835	4,78,020	2	9,56,040
						TOTAL	4	2,575,140

5.1. PROJECTED FINANCIAL SAVINGS PER ANNUM

Rs. Twenty Five Lakhs Seventy Five Thousand One hundred Forty per annum

CHAPTER - VI

6.0. READY RECKONER

Pay Band	GP	Mean pay	Basic Pay in Rs	M.F. of CPC(2.57) revised Pay	7th & 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

