



NORTH EAST FRONTIER RAILWAY

WORK STUDY REPORT ON

WORK STUDY REPORT ON ADEQUACY OF STAFF STRENGTH AT SSE/WORKS /BNGN & SSE/WORKS /DTX UNDER RANGIYA DIVISION.

GUIDED BY : SHRI B.LAKRA , SDGM.

: SHRI L.R.WARY , EO

CONDUCTED BY : SHRI S.K.GHOSE , WSI

STUDY NO. : WSNF/37/19-37

CASE NO. : Z/375/10/19-37

EXECUTIVE SUMMARY

SUBJECT : Work Study on “Adequacy of staff Strength at
SSE/Works/BNGN & DTX under RNY Division”.

STUDY NO : WSNF/37/19-37

CASE NO : Z/375/10/19-37

AUTHORITY: SDGM

CONCERN DIV: RNY.

DEPT: Engg.

TERMS OF REFERENCE: To assess the requirement of staff Strength at
SSE/Works/BNGN & DTX under Rangiya Division.

TOTAL NO.OF RECOMMENDATION: =01 (One)

SUMMARY OR RECOMMENDATIONS:

1. The study team is of the opinion that 16 nos. of posts are surplus in different Grades and Categories, which may be surrendered and deleted from the BOS of SSE/Works/BNGN & DTX.

PROJECTED MANPOWER : 16 (Sixteen) Nos.

PROJECTED SAVINGS : Rs. 68.65 Lakhs.

DATE OF CIRCULATION : JUNE/2019.

WORK STUDY REPORT ON
NORTHEAST FRONTIER RAILWAY

WORK STUDY REPORT

ON

ADEQUACY OF GANG STRENGTH

**SSE/WORKS/BNGN, SSE/WORKS/DTX UNDER Sr.DEN/RNY OF RANGIYA
DIVISION**

GUIDED BY: SHRI B.LAKRA , SDGM.

SHRI L.R.WARY, EO.

CONDUCTED BY: SHRI S.K.GHOSE , WSI.

STUDY NO. WSNF/37 /19-37

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CENTRAL PLANNING ORGANISATION

N. F. RAILWAY/MALIGAON

GUWAHATI - 781011.

CHAPTER - I

INTRODUCTION

1. BNGN & DTX Works Depot falls under the jurisdiction of Rangiya Division and is situated 5 Km away from BNGN station . The colony, road, drain, and Railway stations office buildings, Railway colony and Railway stations water supply including water pipe lines are maintained by this unit. This unit is under functional control of Sr.DEN /C/ Rangiya under Rangiya Division.

2. **AUTHORITY : SDGM/MLG**

3. **TERMS OF REFERENCE**

To assess the requirement of staff Strength at SSE/Works/BNGN & DTX under Rangiya Division.

4. **METHODOLOGY**

- a) Discussion with Supervisors and officers.
- b) Data collection in terms of various works involved.
- c) Assessment of workload.
- d) Arriving at staff requirements.

CHAPTER - II

SUMMARY OF WORKLOAD

1. The **SSE/WORKS/BNGN & DTX** performs duty of both office and field. The works are broadly classified as follows:
 - a) Executive works.
 - b) Store works.
 - c) Establishment work
 - d) Industrial Relation & staff welfare etc.
2. The normal duty performed by SSE/Works/BNGN & SSE/Works/DTX are:
 - a) Inspection and maintenance of service buildings, staff Quarter, FOB & drainage system regularly.
 - b) Account, procurement and periodical verification of stores & tools required for regular revenue maintenance.
 - c) Maintenance of land boundaries of Railway as specified in Engineering code/Manual.
 - d) Execution of new /sanctioned works including Zonal works.
 - e) Measurement and bill pertaining to works including correspondence if any.

3.1 WORKLOAD UNDER SSE/WORKS/BNGN

- f) Residential Quarter total = 1242 units.

Total plinth area of Residential Quarter = 65336.89 Sq.m.

- g) Service Building:

Under SSE/Works/NGC there are 17 nos. of service cum office building to be maintained.

Total plinth area of service building = 28013.60 Sq.m.

Other Workload :

- i) Road 26730.00 RM
- ii) Drain = 16006 RM (Major) and = 14944.88RM. (Minor)
- iii) Bridge Major = NIL Minor = 3.25 RM
- iv) PIPE LINE =39290.00 RM V) Level crossing (Manned)= 02 (Un Manned)= NIL

c) Details of workload under SSE/Works/BNGN for the period April'18 to March'19.

Nature of works	No. of complaints	
	Received	Complied
Leaky Roof	302	82Nos.
Door changed	360	256Nos.
Masonry	555	405Nos.
Carpentry	422	225 Nos.

d) Filter Plant

e) Water Supply	STATION	NUMBER	TYPE OF FILTER	CAPACITY
	BNGN	05(Two bed)	Iron removal plant and clorination	123.50 & 15.00Hp submersible

Statio n	Tap Water	Raw water	No of tube well	No of deep tube well
BNGN	yes	NIL	Nil	05

- f) No. of Trolley = NIL.
- g) No. of Rest House = One
- h) RUB (Road under Bridge) = NIL

i) FOB (Foot over Bridge) = 70.60 Rm

j) Retiring Room = one

k) No. of Go down = 5 Nos.

3.2 WORKLOAD UNDER SSE/Works/DTX

h) Residential Quarter total = 2101 units.

Total plinth area of Residential Quarter = 96651.00 Sq.m.

i) Service Building:

Under SSE/Works/DTX here are 69 nos. of service cum office building to be maintained.

Total plinth area of service building = 29141.00 Sq.m.

Other Workload :

i) Road 50875.00 RM

ii) Drain = 34078 RM (Major) and = 11523RM. (Minor)

iii) Bridge Major = NIL Minor = Nil

iv) PIPE LINE =55140 RM

v) V) Level crossing (Manned)= NIL (Un Manned)= NIL

c) Details of workload under SSE/Works/DTX for the period April'18 to March'19.

Nature of works	No. of complaints	
	Received	Complied

Leaky Roof	585	142Nos.
Door changed	628	369Nos.
Masonry	432	95Nos.
Carpentry	124	30 Nos.

d) Filter Plant

e) Water Supply	STATION		NUMBER		TYPE OF FILTER		CAPACITY	
	DTX		03(Two bed)		Rapid sand filter		20000	
	Station	Tap	Raw water		No of tube	No of deep		
	DTX	Water	02(Two bed)	IRD	well	6000	tube well	
	DTX	yes	NIL		Nil		02	
	W/S	yes	yes					
	NBQ							

f) No. of Trolley = NIL.

g) No. of Rest House = Two

h) RUB (Road under Bridge) = NIL

i) FOB (Foot over Bridge) = NIL

j) Retiring Room = NIL

k) No. of Go down =2 5 Nos.

CHAPTER - III

SUMMARY OF STAFF POSITION

1.1 Staff position of SSE/WORKS/DTX

SN	CATEGORY	SCALE	G/PAY	BOS	ON ROLL
1	SSE	9300-34800	4600	NIL	1
2	SSE	9300-34800	4200	02	1
3	OS/G	9300-34800	4200	01	NIL
4	Jr.Clerk	5200-20200	1900	1	1
5	Sr.Tech Carpenter	9300-34800	4200	1	2
6	Tech Carpenter -I	5200-20200	2800	1	NIL

7	FPO -II	5200-20200	2400	1	0
8	FPO -III	5200-20200	1900	1	NIL
9	SWM	5200-20200	1800	01	0
10	SWM	5200-20200	1900	NIL	1
11	Khalasi/Helper	5200-20200	1800	03	NIL
12	Khalasi/Helper	5200-20200	1900	01	01
TOTAL				13	7

1.1 Staff position of SSE/WORKS/BNGN

SN	CATEGORY	SCALE	G/PAY	BOS	ON ROLL
1	Sr.Tech Carpenter	9300-34800	4200	1	1
2	Tech Carpenter -I	5200-20200	2800	7	1
3	Tech Carpenter -II	5200-20200	2400	1	2
4	Tech Carpenter -II	5200-20200	1900	1	0
5	Sr.Tech Painter	9300-34800	4200	1	0
6	Tech Painter-I	5200-20200	2800	0	1
7	Tech Painter-I	5200-20200	2400	1	0
8	Fitter Gr-I	5200-20200	2800	3	0
9	Fitter Gr-II	5200-20200	2400	1	1
10	Fitter Gr-III	5200-20200	1900	1	1
11	Mason(MCM)	9300-34800	4200	1	1
12	Mason Gr-I	5200-20200	2800	1	0
13	Mason Gr-II	5200-20200	2400	1	0
14	Mason Gr-III	5200-20200	1900	1	1
15	SMason Gr-I	5200-20200	2800	1	1
16	S Mason Gr-III	5200-20200	1900	1	0
17	FPO (MCM)	9300-34800	4200	1	1
18	FPO -I	5200-20200	2800	2	0
19	FPO -II	5200-20200	2400	2	1
20	FPO -III	5200-20200	1900	2	0
21	Khalasi /FPO	5200-20200	1800	3	0
22	SWM	5200-20200	1800	2	3
23	Khalasi/Helper	5200-20200	1800	5	3
TOTAL				0	0

CHAPTER -IV

CRITICAL ANALYSIS AND STAFF REQUIREMENTS

A. SSE/Works/BNGN

1. SSE/Works/BNGN:- The Work Study Team critically examined the various activities & work load of 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.

1.1 Requirement of allied staff:

Painter :-The activities of Painter are not a routine work & reduced immensely for off loading of some activities. Keeping in view the above facts the study team considered the following staffs which are adequate to meet the requirement. Painter = 01. Against category of Painter there are 2 nos sanctioned posts against onroll 1 nos staff, hence work study team suggests the vacant 1 nos post to surrender, since the works of painting are presently being executed by outsourcing.

1.2 Requirement of S. W. Man:

There are 5 (Five) Nos. of Go down are to manned by 2 nos S. W. Man under SSE/WORKS/BNGN , So 2 nos SWM are required in that unit.

1.3 Requirement of FPO & FPO Helper :

Considering the work load 10 Nos. of FPO & FPO Helper together as per BOS against on roll 2 nos FPOs only . Presently the category of FPOs & FPO khalasis are managed mostly by out sourcing however keeping in view of unforeseen work load in near future, to meet the requirement the work study team suggests to surrender 2 posts from Khalasi(FPO) & 1 post each from FPO , Gr-I , II & III each

1.4 Requirement of Carpenter/Mason/Fitter :

a) **Carpenter:** The replacement of doors of all the Quarters either by PVC or Iron, had reduced the workload of Carpenter drastically, so the team suggests 06 Nos. of Carpenter to meet the requirement which includes the BOS of 1 no Sr.Tech Carpenter. Therefore it is understood that 4 post from carpenter Gr-I category may be deleted from the BOS against 10 nos sanctioned posts and keep the promotional avenue intact.

b) **Mason:** Against this categories 04 Nos. posts are sanctioned including 1 nos post of Sr. Tech. Mason (MCM). Vise 2 nos on roll staff. Presently masonry works are mostly dealt by out sourcing thus drastically reduced the necessity of Mason under SSE/W's units . Apprehending this 1 posts may be surrendered from BOS keeping the rest one vacant posts intact with the apprehension of future unforeseen increased workload.

c) **S/Mason:** Considering the workload 01 Nos. of S/Mason are adequate to meet the requirement. The vacant post of S/Mason, Gr.-III may be surrendered from BOS

d) **Fitter:** Against this category 05 Nos. posts are found sanctioned. Vise 2 no on roll staff. Leaving 3 nos vacant posts since long . Since the said unit is running smoothly/uninterrupted for long period with 3 nos vacant posts therefore 2 posts from Fitter Gr.-I post may be surrendered to achieve financial viability leaving 1 nos posts intact for any future requirement.

e) **Requirement of Helper:** There are 5 Nos. sanctioned posts against Khalasi Helper. Since the said unit is running smoothly/uninterrupted for long period with 2 nos vacant posts therefore 1 posts from this category may surrendered to achieve financial viability leaving 1 nos posts intact for any future requirement.

B. SSE/Works/DTX :- This is a very small unit having only a sanctioned strength of together 13 staff against on roll staff of 7 nos .However there are together 4 nos sanctioned strength of Khalasi/helper vice onroll strength of 1 only and the vacancy against these category persists since long . therefore work-study team suggests 2 posts to surrender from this unit against this category .

CHAPTER -V

SUMMARY OF PROPOSED STAFF & SURPLUS POSTS

1. PROPOSED STAFF:-

FOR SSE/WORKS/BNGN						
SN	CATEGORY	SCALE	G/PAY	BOS	Propose BOS	Surrender
1	Sr.Tech Carpenter	9300-34800	4200	1	6	0
2	Tech Carpenter -I	5200-20200	2800	7		4
3	Tech Carpenter -II	5200-20200	2400	1		0
4	Tech Carpenter -II	5200-20200	1900	1		0
5	Sr.Tech Painter	9300-34800	4200	1	1	0
6	Tech Painter-I	5200-20200	2800	0		1
7	Tech Painter-I	5200-20200	2400	1		0
8	Fitter Gr-I	5200-20200	2800	3	3	2
9	Fitter Gr-II	5200-20200	2400	1		0
10	Fitter Gr-III	5200-20200	1900	1		0
11	Mason(MCM)	9300-34800	4200	1	3	0
12	Mason Gr-I	5200-20200	2800	1		0
13	Mason Gr-II	5200-20200	2400	1		0
14	Mason Gr-III	5200-20200	1900	1		1
15	SMason Gr-I	5200-20200	2800	1	1	0
16	S Mason Gr-III	5200-20200	1900	1		1
17	FPO (MCM)	9300-34800	4200	1	5	0
18	FPO -I	5200-20200	2800	2		1
19	FPO -II	5200-20200	2400	2		1
20	FPO -III	5200-20200	1900	2		1
21	Khalasi /FPO	5200-20200	1800	3		2
22	SWM	5200-20200	1800	2	2	0
23	Khalasi/Helper	5200-20200	1800	5	4	1
FOR SSE/WORKS/DTX						
26	Khalasi/Helper	5200-20200	1800	03	3	1
27	Khalasi/Helper	5200-20200	1900	01		0
Total				44	28	16

2. Based on Para 1 of Chapter – V the summary of surplus posts under SSE/WORKS/BNGN & DTX are :

SSE/WORKS/BNGN

SN	CATEGORY	SCALE	G/Pay	SURPLUS POST
1	Tech Carpenter -I	5200-20200	2800	4
2	Tech Painter-I	5200-20200	2800	1
3	Fitter Gr-I	5200-20200	2800	2
4	Mason Gr-III	5200-20200	1900	1
5	S Mason Gr-III	5200-20200	1900	1
6	FPO -I	5200-20200	2800	1
7	FPO -II	5200-20200	2400	1
8	FPO -III	5200-20200	1900	1
9	Khalasi /FPO	5200-20200	1800	2
10	Khalasi/Helper	5200-20200	1800	1
SSE/WORKS/DTX				
1	Khalasi/Helper	5200-20200	1800	1
TOTAL				16

CHAPTER -VI

RECOMMENDATION

1. The study team is of the opinion that 16 nos. of posts are surplus in different Grades and Categories, which may be surrendered and deleted from the BOS of SSE/WORKS/BNGN & DTX.

CHAPTER - VII

FINANCIAL IMPLICATION

1. Refer Para – 2 of chapter – V expenditure incurred on the surplus posts is as follows:

S N	CATEGORY	SCALE	G/ Pay	SURP LUS POST	Expenditur e incurred Per month as salary In Rs.	Total Expenditure Incurred per Annum due to staff salary in Rs.
1	Tech Carpenter -I	5200- 20200	2800	4	147248	1766976
2	Tech Painter-I	5200- 20200	2800	1	36812	441744
3	Fitter Gr-I	5200- 20200	2800	2	73624	883488
4	Mason Gr- III	5200- 20200	1900	1	34675	416100
5	S Mason Gr-III	5200- 20200	1900	1	34675	416100
6	FPO -I	5200- 20200	2800	1	36812	441744
7	FPO -II	5200- 20200	2400	1	35862	430344
8	FPO -III	5200- 20200	1900	1	34675	416100
9	Khalasi /FPO	5200- 20200	1800	2	68874	826488
10	Khalasi/Hel per	5200- 20200	1800	1	34437	413244
SSE/WORKS/DTX						
1	Khalasi/ Helper	5200- 20200	1800	1	34437	413244
Total				16	0	0

Projected Recurring Savings/Annum = Rs. 6865572say Rs. 68.65 Lakhs.

CHAPTER - VIII
READY RECKONER

Pay Band	Mean pay	GP	D.A. @ 125%	SDA 12.5%	Salary per month	Salary per annum
5200-20200	12700	2800	19375	1937	36812	441744
5200-20200	12700	2400	18875	1887	35862	430344
5200-20200	12700	1900	18250	1825	34675	416100
5200-20200	12700	1800	18125	1812	34437	413244