



NORTH EAST FRONTIER RAILWAY

WORK STUDY REPORT ON

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

GUIDED BY : SHRI B.LAKRA , SDGM.

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STUDY NO. : WSNF/43/2019-2020

CASE NO. : Z/375/10/19-43

EXECUTIVE SUMMARY

SUBJECT : Work Study on "Adequacy of staff Strength at
SSE/Works/GLPT& CGON under RNY Division".

STUDY NO : WSNF/43 /2019-2020

CASE NO : Z/375/10/19-43

AUTHORITY: SDGM

CONCERN DIV: RNY.

DEPT: Engg.

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

TOTAL NO.OF RECOMMENDATION: =01 (One)

SUMMARY OR RECOMMENDATIONS:

1. The study team is of the opinion that 14 nos. of posts are surplus in different Grades and Categories, which may be surrendered and deleted from the BOS of SSE/Works/GLPT & CGON

PROJECTED MANPOWER : 14 (Fourteen) Nos.

PROJECTED SAVINGS : Rs. 63.03 Lakhs.

DATE OF CIRCULATION : OCT/2019.

WORK STUDY REPORT ON
NORTHEAST FRONTIER RAILWAY

WORK STUDY REPORT
ON
ADEQUACY OF GANG STRENGTH
SSE/WORKS/GLPT, SSE/WORKS/CGON UNDER Sr.DEN/RNY OF RANGIYA
DIVISION

GUIDED BY: SHRI B.LAKRA , SDGM.
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STUDY NO. WSNF/40 /2019-2020

CASE NO. Z/375 /10 /19-43

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

CHAPTER -I

INTRODUCTION

1. GLPT& CGON Works Depot falls under the jurisdiction of Rangiya Division and is situated 1 Km away from respective 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/GLPT&CGON 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/GLPT&CGON** 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/GLPT & SSE/Works/CGON 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/CGON

- f) Residential Quarter total = 289 units.

Total plinth area of Residential Quarter = 8362.48 Sq.m.

- g) Service Building:

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

Total plinth area of service building = 4056.58 Sq.m.

Other Workload :

- i) Road 11008.12 RM
- ii) Drain = 1526 RM (Major) and = 4358RM. (Minor)
- iii) Minor = 523.28 RM
- iv) PIPE LINE =6470.25 RM V) Level crossing (Manned)= 33 (Un Manned)= NIL

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

Nature of works	No. of complaints	
	Received	Complied
Leaky Roof	129	123Nos.
Door changed	164	147Nos.
Masonry	110	102Nos.
Carpentry	129	119 Nos.

- d) Filter Plant

STATION	NUMBER	TYPE OF FILTER	CAPACITY
BOKO	01	Pressure Filter	6000GPH
BMGN	01	Do	6000GPH
CGON	02	Do	2 x 6000GPH
MRZA	01	Do	6000GPH
AZA	01	Do	6000GPH

e) Water Supply

Station	Tap Water	Raw water	No of tube well	No of deep tube well
DPRA	05	NIL	01	
SNCA	63	NIL	01	
BOKO	---	NIL	---	
BMGN	40	NIL	04	
CGON	100	NIL	--	
MRZA	162	NIL	01	
AZA	82	NIL	01	

f) No. of Trolley = NIL.

g) No. of Rest House = NIL

h) RUB (Road under Bridge) = NIL

i) FOB (Foot over Bridge) = 07 nos

j) Retiring Room = Four

k) No. of Go down = 26 Nos.

3.2 WORKLOAD UNDER SSE/Works/GLPT

h) Residential Quarter total = 303 units.

Total plinth area of Residential Quarter = 135694.14Sq.m.

i) Service Building:

Under SSE/Works/GLPT there are 127 nos of service cum office building to be maintained.

Total plinth area of service building = 7742.94Sq.m.

Other Workload :

- i) Road 5736.00 RM
- ii) Drain = 1460 RM (Major) and = 720RM. (Minor)

- iii) Bridge Major = 3254.83 Minor = 620.93
- iv) PIPE LINE =9584.32 RM
- v) V) Level crossing (Manned)= 18 (Un Manned)= NIL

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

Nature of works	No. of complaints	
	Received	Complied
Leaky Roof	11	11Nos.
Door changed	44	44Nos.
Masonry	23	23Nos.
Carpentry	87	87 Nos.

d) Filter Plant

STATION	NUMBER	TYPE OF FILTER	CAPACITY
PNVT	1	IRP	15000
GLPT	1	IRP	40000
KRNI	1	IRP	15000
DDNI	1	IRP	40000
AMGA	1	IRP	10000
RGJI	1	IRP	15000
DPRA	1	IRP	10000
NOLB	-----	---	
MNDP	1	IRP	30000
Bhalukdubi Railway Complex, GLPT	1	---	20000

e) Water Supply

Station	Tap Water	Raw water	No of tube well	No of deep tube well
PNVT	6	NIL	2	NIL
GLPT	20	NIL	4	01
KRNI	4	NIL	2	
DDNI	8	NIL	4	
AMGA	6	NIL	8	
	4	NIL	1	NIL
DPRA	8	NIL	2	01
NOLB	4	1	NIL	01
MNDOP	12	NIL	NIL	NIL

- f) No. of Trolley = NIL.
g) No. of Rest House = NIL
h) RUB (Road under Bridge) = 43
i) FOB (Foot over Bridge) = 1 Nos
j) Retiring Room = 1
k) No. of Go down =2 Nos.

CHAPTER - III SUMMARY OF STAFF POSITION

1.1 Staff position of SSE/WORKS/CGON

SN	CATEGORY	SCALE	G/PAY	BOS	ON ROLL
1	Fitter, MCM	9300-34800	4200	1	0
2	Tech Carpenter -I	5200-20200	2800	1	0
3	Tech Carpenter -II	5200-20200	2400	1	0
4	Blacksmith	5200-20200	2800	1	1
5	Khalasi	5200-20200	1800	13	6
TOTAL				16	7

1.2 Staff position of SSE/WORKS/GLPT

SN	CATEGORY	SCALE	G/PAY	BOS	ON ROLL
1	Sr.Tech Carpenter	9300-34800	4200	1	0
2	Tech Carpenter -I	5200-20200	2800	1	0
3	Tech Carpenter -II	5200-20200	2400	1	0
4	Tech Carpenter -III	5200-20200	1900	1	0
5	Mason, Gr-1	5200-20200	2800	1	0
6	Fitter, Gr-I	5200-20200	2800	1	0
7	Fitter, Gr-II	5200-20200	2400	1	0
8	FPO Gr-I	5200-20200	2400	1	0
9	KHalasi	5200-20200	1900	9	2
TOTAL				17	2

CHAPTER -IV

CRITICAL ANALYSIS AND STAFF REQUIREMENTS

A.SSE/Works/CGON

1. SSE/Works/CGON:-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.

1.2 Requirement of FITTER (MCM)

Against this category one post is available vacant with this unit as per BOS. Presently all over N.F.Railway there is a trend of outsourcing staff against this category and yielded good result so work study team suggest surrendering of the post and may outsource if required.

1.3 Requirement of Carpenter/Mason :

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 TO RETAIN 1 nos posts each from Tech.Carpenter Gr-I& Gr-II categories . to keep the promotional avenue intact of the division.

b) **Blacksmith :** Against this category one post is available vacant with this unit as per BOS. Presently all over N.F.Railway there is a trend of outsourcing staff against this category and yielded good result so work study team suggest surrendering of the post and may outsource if required.

c) **Khalasi :-**In this category there are 7 nos posts lying vacant for long period so 4 nos posts may be surrendered to achieve financial viability and arrange for outsourcing if required.

B.SSE/Works/GLPT:- This is a unit having only a sanctioned strength of together 17 staff against on roll staff of 2 nos . The trend of this unit indicates that this unit is running with means of outsourcing of staff for a long period However to run the unit with the apprehension of future upcoming works the work study team suggests that 1 posts each from Tech Carpenter –I Tech Carpenter –II may ,Mason Gr-I & Fitter gr-I be surrendered since at present departmental carpentry & masonry works are being dealt by outsourcing mostly there are together 9nos sanctioned strength of Khalasir vice onroll strength of 2 only and the vacancy against these category persists since long . therefore work-study team suggests 4 posts to surrender from this category .

CHAPTER -V
SUMMARY OF PROPOSED STAFF & SURPLUS POSTS

FOR SSE/WORKS/CGON						
SN	CATEGORY	SCALE	G/PAY	BOS	Propose BOS	Surrender
1	Fitter, MCM	9300-34800	4200	1	0	1
2	Tech Carpenter -I	5200-20200	2800	1	1	0
3	Tech Carpenter -II	5200-20200	2400	1	1	0
4	Blacksmith	5200-20200	2800	1	1	1
5	Khalasi	5200-20200	1800	13	9	4
FOR SSE/WORKS/GLPT						
1	Sr.Tech Carpenter	9300-34800	4200	1	1	0
2	Tech Carpenter -I	5200-20200	2800	1	0	1
3	Tech Carpenter -II	5200-20200	2400	1	0	1
4	Tech Carpenter -III	5200-20200	1900	1	1	0
5	Mason, Gr-1	5200-20200	2800	1	0	1
6	Fitter, Gr-I	5200-20200	2800	1	0	1
7	Fitter, Gr-II	5200-20200	2400	1	1	0
8	FPO Gr-I	5200-20200	2400	1	1	0
9	KHalasi	5200-20200	1900	9	5	4
Total				34	21	14

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

SSE/WORKS/CGON				
SN	CATEGORY	SCALE	G/Pay	SURPLUS POST
1	Fitter, MCM	9300-34800	4200	1
2	Blacksmith	5200-20200	2800	1
3	Khalasi	5200-20200	1800	4
SSE/WORKS/GLPT				---
1	Tech Carpenter -I	5200-20200	2800	1
2	Tech Carpenter -II	5200-20200	2400	1
3	Mason, Gr-1	5200-20200	2800	1
4	Fitter, Gr-I	5200-20200	2800	1
5	KHalasi	5200-20200	1900	4
TOTAL				14

CHAPTER -VI

RECOMMENDATION

1. The study team is of the opinion that 14nos. of posts are surplus in different Grades and Categories, which may be surrendered and deleted from the BOS of SSE/WORKS/GLPT & CGON.
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CHAPTER - VII

FINANCIAL IMPLICATION

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

SN	CATEGORY	SCALE	G/Pa y	SURP LUS POST	Expenditur e incurred Per month as salary In Rs.	Total Expenditure Incurred per Annum due to staff salary in Rs.
1	Fitter, MCM	9300- 34800	4200	1	66712.5	800550
2	Blacksmith	5200- 20200	2800	1	36812	441744
3	Khalasi	5200- 20200	1800	8	275496	3305952
4	Tech Carpenter -I	5200- 20200	2800	1	36812	441744
5	Tech Carpenter -II	5200- 20200	2400	1	35862	430344
6	Mason, Gr-1	5200- 20200	2800	1	36812	441744
7	Fitter, Gr-I	5200- 20200	2800	1	36812	441744
Total				14	525318.5	6303822

CHAPTER - VIII
READY RECKONER

Pay Band	Mean pay	GP	D.A. @ 125%	SDA 12.5%	Salary per month	Salary per annum
9300-354800	26700	4200	31950	3862.5	66712.5	800550
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