



## **NORTH EAST FRONTIER RAILWAY**

### **WORK STUDY REPORT ON**

### **WORK STUDY REPORT ON ADEQUACY OF STAFF STRENGTH AT SSE/WORKS /MJBT UNDER RANGIYA DIVISION.**

**GUIDED BY** : SHRI B.LAKRA , SDGM.

: SHRI L.R.WARY , EO

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

**STUDY NO.** : WSNF/41/19-41

**CASE NO.** : Z/375/10/19-41

### **EXECUTIVE SUMMARY**

**SUBJECT** : Work Study on "Adequacy of staff Strength at  
SSE/Works/MJBT under RNY Division".

**STUDY NO** : WSNF/41/19-41

**CASE NO** : Z/375/10/19-41

**AUTHORITY**: SDGM

**CONCERN DIV**: RNY.

**DEPT**: Engg.

**TERMS OF REFERENCE**: To assess the requirement of staff Strength at  
SSE/Works/MJBT under Rangiya Division.

**TOTAL NO.OF RECOMMENDATION**: =01 ( One )

#### **SUMMARY OR RECOMMENDATIONS:**

1. The study team is of the opinion that 8 nos. of posts are surplus in different Grades and Categories, which may be surrendered and deleted from the BOS of SSE/Works/MJBT.

**PROJECTED MANPOWER** : 8(Eight) Nos.

**PROJECTED SAVINGS** : Rs. 40.41 Lakhs.

**DATE OF CIRCULATION** : OCT/2019.

**WORK STUDY REPORT ON**  
**NORTHEAST FRONTIER RAILWAY**

**WORK STUDY REPORT**  
**ON**  
**ADEQUACY OF GANG STRENGTH**  
**SSE/WORKS /MJBT UNDER Sr.DEN/RNY OF RANGIYA DIVISION**

**GUIDED BY:**            **SHRI B.LAKRA , SDGM.**  
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**CONDUCTED BY:**    **SHRI S.K.GHOSE , WSI.**

**STUDY NO. WSNE/41 /19-41**

**CASE NO. Z/375 /10/19-41**

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

## **CHAPTER - I**

### **INTRODUCTION**

1. MJBT Works Depot falls under the jurisdiction of Rangiya Division and is situated 5 Km away from MJBT 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/MJBT 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/MJBT** 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/MJBT 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/MJBT**

- f) Residential Quarter total = 506 units.

Total plinth area of Residential Quarter = 23561 Sq.m.

- g) Service Building:

Under SSE/Works/MJBT there are 10 nos. of service cum office building to be maintained.

Total plinth area of service building = 3566.49 Sq.m.

**Other Workload :**

- i) Road 5387.00 RM
- ii) Drain = 3056 RM (Major) and = 3330. (Minor)
- iii) Bridge Major = NIL Minor = 3.25 RM
- iv) PIPE LINE =223561 RM V) Level crossing (Manned)= 68 (Un Manned)= NIL

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

Nature of works	No. of complaints	
	Received	Complied
Leaky Roof	630	134Nos.
Door changed	98	91Nos.
Masonry	1+69	153Nos.
Carpentry	158	148 Nos.

- d) Filter Plant

Station	NUMBER	TYPE OF FILTER	CAPACITY( Galon Per Hour )
KYQ	1	IRP	60000
GVR	1	IRP	60000
KBY	1	IRP	60000
TNL	1	IRP	60000
HRSN	1	IRP	60000
ULG	1	IRP	60000
RWTB	1	IRP	60000
MJBT	1	IRP	60000
DKJR	1	IRP	60000
NMM	1	IRP	60000

e ) Water Supply

Station	Tap Water	Raw water	No of tube well	No of deep tube well
KYQ	12	NIL	1	05
GVR	12	NIL	1	
KBY	12	NIL	1	
TNL	16	NIL	1	
HRSN	12	NIL	1	
ULG	16	NIL	1	
RWTB	12	NIL	1	
MJBT	16	NIL	1	
HILI	----	NIL	---	
DKJR	12	NIL	1	
BLRI	---	NIL	----	
NMM	16	NIL	1	
MSMI	---	NIL	---	

- f) No. of Trolley = NIL.
- g) No. of Rest House = One
- h) RUB (Road under Bridge) = 7 NOS
- i) FOB (Foot over Bridge) = 11 NOS Rm
- j) Retiring Room = one
- k) No. of Go down = 5 Nos.

## CHAPTER - III

### SUMMARY OF STAFF POSITION

#### **1.1 Staff position of SSE/WORKS/MJBT**

<b>SN</b>	<b>CATEGORY</b>	<b>SCALE</b>	<b>G/PAY</b>	<b>BOS</b>	<b>ON ROLL</b>
<b>1</b>	Sr.Tech Carpenter (MCM)	9300-34800	4200	1	0
<b>2</b>	Tech Carpenter -I	5200-20200	2800	2	1
<b>3</b>	Tech Carpenter -II	5200-20200	2400	1	2
<b>4</b>	Tech Carpenter -III	5200-20200	1900	1	0
<b>5</b>	Tech. B/Smith Gr-II	5200-20200	2400	1	0
<b>6</b>	Tech Painter-II	5200-20200	2400	1	0
<b>7</b>	Fitter Gr-I	5200-20200	2800	1	0
<b>8</b>	Fitter Gr-II	5200-20200	2400	1	0
<b>9</b>	Fitter Gr-III	5200-20200	1900	0	1
<b>10</b>	Mason Gr-III	5200-20200	1900	1	1
<b>11</b>	S Mason Gr-III	5200-20200	1900	1	0
<b>12</b>	FPO (MCM)	9300-34800	4200	1	0
<b>13</b>	FPO -I	5200-20200	2800	2	0
<b>14</b>	FPO -III	5200-20200	1900	0	2
<b>15</b>	UPG Choukidar	5200-20200	1800	02	03
<b>16</b>	Sr. Choukidar (RG)	5200-20200	1800	02	
<b>17</b>	Khalasi/Helper(M)	5200-20200	1800	05	03
<b>18</b>	Khalasi/Helper(LR)	5200-20200	1800		
<b>TOTAL</b>				<b>23</b>	<b>13</b>



## CHAPTER -IV

### CRITICAL ANALYSIS AND STAFF REQUIREMENTS

#### A. SSE/Works/MJBT

1. SSE/Works/MJBT:- 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 that the vacant post . Painter, Gr-II = 01.be surrendered, 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 3nos S. W. Man under SSE/WORKS/BNGN , So 1nos vacant post in this category be surrendered from the BOS.

##### 1.3 Requirement of FPO:

There are 3 Nos. FPOs of different categories as per BOS against on roll 2 nos FPOs only . Presently the category of FPOs 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 1post i( FPO, Gr-I ) to be surrendered from BOS

##### 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 to retain only 3 nos Nos. of Carpenter to meet the requirement which includes the BOS of 1 no Sr.Tech Carpenter. Therefore it is understood that 2 post from carpenter Gr-I & II category may be deleted from the BOS against 5 nos sanctioned posts and keep the promotional avenue intact.

b) **Mason &S/Mason**: Against these categories 2 Nos. posts are sanctioned including 1 nos post of. Mason (Gr-I). and 1 post of S/Mason. Presently masonry works are mostly dealt by out sourcing thus drastically reduced the necessity of Mason under SSE/W's units . Apprehending this 1 vacant posts of S/mason be surrendered from BOS ..

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

## CHAPTER -V

### SUMMARY OF PROPOSED STAFF & SURPLUS POSTS

1. **PROPOSED STAFF of SSE/W/MJBT :-**

FOR SSE/WORKS/MJBT						
SN	CATEGORY	SCALE	G/PAY	BOS	Propose BOS	Surrender
1	Sr.Tech Carpenter (MCM)	9300-34800	4200	1	03	02
2	Tech Carpenter -I	5200-20200	2800	2		
3	Tech Carpenter -II	5200-20200	2400	1		
4	Tech Carpenter -III	5200-20200	1900	1		
5	Tech. B/Smith Gr-II	5200-20200	2400	1	00	01
6	Tech Painter-II	5200-20200	2400	1	00	01
7	Fitter Gr-I	5200-20200	2800	1	01	00
8	Fitter Gr-II	5200-20200	2400	1	01	00
9	Fitter Gr-III	5200-20200	1900	0	00	00
10	Mason Gr-III	5200-20200	1900	1	01	00
11	S Mason Gr-III	5200-20200	1900	1	00	01
12	FPO (MCM)	9300-34800	4200	1	00	01
13	FPO -I	5200-20200	2800	2	02	00
14	FPO -III	5200-20200	1900	0	00	00
15	UPG Choukidar	5200-20200	1800	02	03	01
16	Sr. Choukidar (RG)	5200-20200	1800	02		
17	Khalasi/Helper(M)	5200-20200	1800	05	04	01
18	Khalasi/Helper(LR)	5200-20200	1800			
Total				23	15	8

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

SSE/WORKS/MJBT				
SN	CATEGORY	SCALE	G/Pay	SURPLUS POST
1	Sr.Tech Carpenter –(MCM)	9300-34800	4200	<b>1</b>
2	Tech Carpenter -I	5200-20200	2800	<b>1</b>
3	Tech. B/Smith Gr-II	5200-20200	2400	<b>1</b>
4	Tech Painter-II	5200-20200	2400	1
5	S Mason Gr-III	5200-20200	1900	1
6	FPO (MCM)	9300-34800	4200	1
7	UPG Choukidar	5200-20200	1800	1
8	Khalasi/Helper(M)	5200-20200	1800	1
TOTAL				<b>8</b>

## **CHAPTER -VI**

### **RECOMMENDATION**

1. The study team is of the opinion that 8 nos. of posts are surplus in different Grades and Categories, which may be surrendered and deleted from the BOS of SSE/WORKS/MJBT.

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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/P ay	SURP LUS POST	Expenditur e incurred Per month as salary In Rs.	Total Expenditure Incurred per Annum due to staff salary in Rs.
1	Sr.Tech Carpenter – (MCM)	9300- 34800	4200	1	62343.5	748122
2	Tech Carpenter -I	5200- 20200	2800	1	36812	441744
3	Tech. B/Smith Gr- II	5200- 20200	2400	1	35862	430344
4	Tech Painter-II	5200- 20200	2400	1	35862	430344
5	S Mason Gr-III	5200- 20200	1900	1	34675	416100
6	FPO (MCM)	9300- 34800	4200	1	62343.5	748122
7	UPG Choukidar	5200- 20200	1800	1	34437	413244
8	Khalasi/Hel per(M)	5200- 20200	1800	1	34437	413244
Total				8	336772	4041264

**Projected Recurring Savings/Annum = Rs. 4041264 say Rs. 40.41 Lakhs.**

CHAPTER - VIII

READY RECKONER

<i>Pay Band</i>	<i>Mean pay</i>	<i>GP</i>	<i>D.A. @ 125%</i>	<i>SDA 12.5%</i>	<i>Salary per month</i>	<i>Salary per annum</i>
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
9300-34800	22050	4200	32812.5	3281	62343.5	748122

