



NORTH EAST FRONTIER RAILWAY

WORK STUDY REPORT ON

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

GUIDED BY : SHRI B.LAKRA , SDGM.

: SHRI L.R.WARY , EO

CONDUCTED BY : SHRI S.K.GHOSE , WSI

STUDY NO. : WSNF/40/2019-2020

CASE NO. : Z/375/10/19-40

EXECUTIVE SUMMARY

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

STUDY NO : WSNF/40 /2019-2020

CASE NO : Z/375/10/19-40

AUTHORITY: SDGM

CONCERN DIV: RNY.

DEPT: Engg.

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

TOTAL NO.OF RECOMMENDATION: =01 (One)

SUMMARY OR RECOMMENDATIONS:

1. The study team is of the opinion that 17 nos. of posts are surplus in different Grades and Categories, which may be surrendered and deleted from the BOS of SSE/Works/RNY & BPRD.

PROJECTED MANPOWER : 17 (Seventeen) Nos.

PROJECTED SAVINGS : Rs. 79.50 Lakhs.

DATE OF CIRCULATION : JUNE/2019.

WORK STUDY REPORT ON
NORTHEAST FRONTIER RAILWAY

WORK STUDY REPORT
ON
ADEQUACY OF GANG STRENGTH
SSE/WORKS /RNY, SSE/WORKS /BPRD 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. WSNE/40 /2019-2020

CASE NO. Z/375 / 10 /19-40

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

CHAPTER - I

INTRODUCTION

1. RNY& BPRD 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/RNY&BPRD 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/RNY & BPRD** 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/RNY & SSE/Works/BPRD 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/RNY

- f) Residential Quarter total = 998 units.

Total plinth area of Residential Quarter = 28118.00 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 = 11740.14 Sq.m.

Other Workload :

- i) Road 8647.03 RM
- ii) Drain = 3331.00 RM (Major) and = 4358RM. (Minor)
- iii) Bridge Major = 1754.21 Minor = 113.85 RM
- iv) PIPE LINE =17765.00 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 |
|---------|--------|-----------------|----------------------------|
| CGS | 01 | Pressure Filter | 6000GPH |
| BIZ | 01 | Do | 6000GPH |
| RNY | 04 | Do | 3 x 6000GPH 1x 10000GPH |
| NLV | 01 | Do | 6000GPH |
| THU | 01 | Do | 6000GPH |
| KTCH | 01 | Do | 6000GPH |
| PBL | 01 | Do | 6000GPH |

e) Water Supply

| Station | Tap Water | Raw water | No of tube well | No of deep tube well |
|---------|-----------|-----------|-----------------|----------------------|
| CGS | 120 | NIL | 01 | 05 |
| AGT | 63 | NIL | 01 | |
| KDKN | --- | NIL | --- | |
| RNY | 40 | NIL | 04 | |
| GOE | -- | NIL | -- | |
| NLV | 162 | NIL | 01 | |
| KTCGH | 82 | NIL | 01 | |
| TIHU | 133 | NIL | 01 | |
| PBL | 127 | NIL | 01 | |
| | | | | |

f) No. of Trolley = NIL.

g) No. of Rest House = Four

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/BPRD

h) Residential Quarter total = 234 units.

Total plinth area of Residential Quarter = 17605.17Sq.m.

i) Service Building:

Under SSE/Works/BPRD there are 55 nos. of service cum office building to be maintained.

Total plinth area of service building = 9135.65Sq.m.

Other Workload :

- i) Road 11749.00 RM
- ii) Drain = 5122.00 RM (Major) and = 3500RM. (Minor)
- iii) Bridge Major = 1633.70 Minor = 71.99 & Important Bridge- 564.35 RM
- iv) PIPE LINE =11636.00 RM
- v) V) Level crossing (Manned)= 15 (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 | 69 | 61Nos. |
| Door changed | 145 | 134Nos. |
| Masonry | 106 | 104Nos. |
| Carpentry | 139 | 136 Nos. |

d) Filter Plant

| STATION | NUMBER | TYPE OF FILTER | CAPACITY |
|---------|--------|----------------|-------------|
| BJF | 01 | IRD | 6000 GPH |
| SBE | 03 | IRD | 3x 6000 GPH |
| BPRD | 03 | IRD | 3x6000 GPH |

e) Water Supply

| Station | Tap Water | Raw water | No of tube well | No of deep tube well |
|---------|-----------|-----------|-----------------|----------------------|
| SPQ | --- | NIL | 8 | NIL |
| BJF | 128 | NIL | 23 | 01 |
| PTLD | ---- | NIL | 22 | NIL |
| SBE | 112 | NIL | 46 | 01 |
| BPRD | 450 | NIL | 54 | 01 |
| NBQ | ----- | NIL | 30 | NIL |

- f) No. of Trolley = NIL.
g) No. of Rest House = One
h) RUB (Road under Bridge) = NIL
i) FOB (Foot over Bridge) = 4 Nos
j) Retiring Room = NIL
k) No. of Go down =4 Nos.

CHAPTER - III

SUMMARY OF STAFF POSITION

1.1 Staff position of SSE/WORKS/BPRD

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

1.2 Staff position of SSE/WORKS/RNY

| SN | CATEGORY | SCALE | G/PAY | BOS | ON ROLL |
|----|---------------------|------------|-------|-----|---------|
| 1 | Sr.Tech Carpenter | 9300-34800 | 4200 | 1 | 2 |
| 2 | Tech Carpenter -I | 5200-20200 | 2800 | 2 | 1 |
| 3 | Tech Carpenter -II | 5200-20200 | 2400 | 1 | 0 |
| 4 | Tech Carpenter -III | 5200-20200 | 1900 | 0 | 1 |
| 5 | Sr.TechPainter | 9300-34800 | 4200 | 1 | 1 |
| 6 | Tech Painter-I | 5200-20200 | 2800 | 0 | 1 |
| 7 | Tech Painter-II | 5200-20200 | 2800 | 0 | 1 |
| 8 | Tech Painter-III | 5200-20200 | 2400 | 1 | 0 |
| 9 | Tech Painter-III | 5200-20200 | 1900 | 1 | 1 |
| 10 | Fitter(MCM) | 9300-34800 | 4200 | 2 | 2 |
| 11 | Fitter Gr-I | 5200-20200 | 2800 | 1 | 0 |

| | | | | | |
|--------------|----------------|------------|------|-----------|-----------|
| 12 | Fitter Gr-II | 5200-20200 | 2400 | 0 | 0 |
| 13 | Fitter Gr-III | 5200-20200 | 1900 | 1 | 1 |
| 14 | Mason(MCM) | 9300-34800 | 4200 | 0 | 0 |
| 15 | Mason Gr-I | 5200-20200 | 2800 | 3 | 3 |
| 16 | Mason Gr-II | 5200-20200 | 2400 | 1 | 0 |
| 17 | Mason Gr-III | 5200-20200 | 1900 | 1 | 0 |
| 18 | SMason(MCM) | 9300-34800 | 4200 | 0 | 0 |
| 19 | SMason Gr-I | 5200-20200 | 2800 | 0 | 2 |
| 20 | SMason Gr-II | 5200-20200 | 2400 | 1 | 0 |
| 21 | S Mason Gr-III | 5200-20200 | 1900 | 1 | 0 |
| 22 | FPO (MCM) | 9300-34800 | 4200 | 1 | 1 |
| 23 | FPO -II | 5200-20200 | 2400 | 1 | 0 |
| 24 | SWM | 5200-20200 | 1800 | 6 | 4 |
| 25 | Khalasi/Helper | 5200-20200 | 1800 | 11 | 7 |
| 26 | Khalasi /FPO | 5200-20200 | 1800 | 1 | 1 |
| TOTAL | | | | 39 | 29 |

CHAPTER -IV

CRITICAL ANALYSIS AND STAFF REQUIREMENTS

A.SSE/Works/BPRD

1. SSE/Works/BPRD:-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:

1.2 Requirement of S. W. Man:

There are 4 (Four) Nos. of Go down under SSE/WORKS/BPRD, *however it runs without Chowkidaronroll since long.* Therefore the work study team suggests to surrender the 1 posts as per BOS to surrender and outsource if required .

1.3 Requirement of FPO(MCM)& FPO Gr-I :

Against these categories one post each are available with this unit as per BOS against onroll no staff. 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 to surrender those posts and may outsource if required.

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 01 Nos. of Carpenter in Category of Sr.Tech Carpenter(MCM)as per BOS may retain with this unit by arranging subsequent promotion of onroll 1 no staff in Tech.Carpenter Gr-I and delete1 posts each from Tech.Carpenter Gr-I& Gr-II categories . to keep the promotional avenue intact.

b) **Painter:** Presently the painting are mostly carried out by contractors in most of SSE/W units of N.F.Railway therefore the vacant post of Tech painter Gr-I may be surrendered from BOS to achieve financialviability.

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

d)**Fitter:** Against this category 02Nos. posts are found sanctionedand are vacant presently since long . As the said unit is running smoothly/uninterrupted for long period with 2nos vacant posts therefore 2 posts from Fitter Gr.-I& (MCM)post may be surrendered to achieve financial viability and arrange for outsourcing if required.

B.SSE/Works/RNY:- This is a unit having only a sanctioned strength of together 39 staff against on roll staff of 29nos .However there are together 11nos sanctioned strength of Khalasi/helper vice onroll strength of 7 only and the vacancy against these category persists since long . therefore work-study team suggests 4 posts to surrender from this category , 1 post of FPO-II and 2 nos posts from SWM as these posts are lying vacant since long .

CHAPTER -V
SUMMARY OF PROPOSED STAFF & SURPLUS POSTS

| FOR SSE/WORKS/BPRD | | | | | | |
|--------------------|------------------------|------------|-------|-----|-------------|-----------|
| SN | CATEGORY | SCALE | G/PAY | BOS | Propose BOS | Surrender |
| 1 | Sr.Tech Carpenter(MCM) | 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 Painter-I | 5200-20200 | 2800 | 1 | 0 | 1 |
| 5 | Fitter(MCM) | 9300-34800 | 4200 | 1 | 0 | 1 |
| 6 | Fitter Gr-I | 5200-20200 | 2800 | 1 | 0 | 1 |
| 7 | Mason(MCM) | 9300-34800 | 4200 | 1 | 1 | 0 |
| 8 | Mason Gr-I | 5200-20200 | 2800 | 1 | 1 | 0 |
| 9 | Mason Gr-III | 5200-20200 | 1900 | 0 | 0 | 0 |
| 10 | SMason(MCM) | 9300-34800 | 4200 | 1 | 1 | 0 |
| 11 | SMason Gr-II | 5200-20200 | 2400 | 1 | 0 | 1 |
| 12 | FPO (MCM) | 9300-34800 | 4200 | 1 | 0 | 1 |
| 13 | FPO -I | 5200-20200 | 2800 | 1 | 0 | 1 |
| 14 | Khalasi/B | 5200-20200 | 1800 | 2 | 2 | 0 |
| 15 | Trolly man | 5200-20200 | 1800 | 2 | 1 | 1 |
| 16 | Chowkidar | 5200-20200 | 1800 | 1 | 0 | 1 |
| 17 | Khalasi | 5200-20200 | 1800 | 2 | 2 | 0 |
| FOR SSE/WORKS/RNY | | | | | | |
| 1 | Sr.Tech Carpenter | 9300-34800 | 4200 | 1 | 1 | 0 |
| 2 | Tech Carpenter -I | 5200-20200 | 2800 | 2 | 2 | 0 |
| 3 | Tech Carpenter -II | 5200-20200 | 2400 | 1 | 1 | 0 |
| 4 | Tech Carpenter -III | 5200-20200 | 1900 | 0 | 0 | 0 |
| 5 | Sr.TechPainter | 9300-34800 | 4200 | 1 | 1 | 0 |
| 6 | Tech Painter-I | 5200-20200 | 2800 | 0 | 0 | 0 |
| 7 | Tech Painter-II | 5200-20200 | 2800 | 0 | 0 | 0 |
| 8 | Tech Painter-III | 5200-20200 | 2400 | 1 | 1 | 0 |
| 9 | Tech Painter-III | 5200-20200 | 1900 | 1 | 1 | 0 |
| 10 | Fitter(MCM) | 9300-34800 | 4200 | 2 | 2 | 0 |
| 11 | Fitter Gr-I | 5200-20200 | 2800 | 1 | 1 | 0 |
| 12 | Fitter Gr-II | 5200-20200 | 2400 | 0 | 0 | 0 |
| 13 | Fitter Gr-III | 5200-20200 | 1900 | 1 | 1 | 0 |
| 14 | Mason(MCM) | 9300-34800 | 4200 | 0 | 0 | 0 |
| 15 | Mason Gr-I | 5200-20200 | 2800 | 3 | 3 | 0 |
| 16 | Mason Gr-II | 5200-20200 | 2400 | 1 | 1 | 0 |
| 17 | Mason Gr-III | 5200-20200 | 1900 | 1 | 1 | 0 |
| 18 | SMason(MCM) | 9300-34800 | 4200 | 0 | 0 | 0 |
| 19 | SMason Gr-I | 5200-20200 | 2800 | 0 | 0 | 0 |
| 20 | SMason Gr-II | 5200-20200 | 2400 | 1 | 1 | 0 |
| 21 | S Mason Gr-III | 5200-20200 | 1900 | 1 | 1 | 0 |
| 22 | FPO (MCM) | 9300-34800 | 4200 | 1 | 1 | 0 |

| | | | | | | |
|-----------|----------------|------------|------|----|----|----|
| 23 | FPO -II | 5200-20200 | 2400 | 1 | 0 | 1 |
| 24 | SWM | 5200-20200 | 1800 | 6 | 4 | 2 |
| 25 | Khalasi/Helper | 5200-20200 | 1800 | 11 | 7 | 4 |
| 26 | Khalasi /FPO | 5200-20200 | 1800 | 1 | 1 | 0 |
| Total | | | | 57 | 40 | 17 |

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

| SSE/WORKS/BPRD | | | | |
|----------------|--------------------|------------|-------|--------------|
| SN | CATEGORY | SCALE | G/Pay | SURPLUS POST |
| 1 | Tech Carpenter -I | 5200-20200 | 2800 | 1 |
| 2 | Tech Carpenter -II | 5200-20200 | 2400 | 1 |
| 3 | Tech Painter-I | 5200-20200 | 2800 | 1 |
| 4 | Fitter (MCM) | 5200-20200 | 4200 | 1 |
| 5 | Fitter Gr-I | 5200-20200 | 2800 | 1 |
| 6 | S Mason Gr-II | 5200-20200 | 1900 | 1 |
| 7 | FPO (MCM) | 5200-20200 | 4200 | 1 |
| 8 | FPO -I | 5200-20200 | 2800 | 1 |
| 9 | Trolleyman | 5200-20200 | 1800 | 1 |
| 10 | Chouikidar | 5200-20200 | 1800 | 1 |
| SSE/WORKS/RNY | | | | 0 |
| 1 | FPO -II | 5200-20200 | 2400 | 1 |
| 2 | SWM | 5200-20200 | 1800 | 2 |
| 3 | Khalasi/Helper | 5200-20200 | 1800 | 4 |
| TOTAL | | | | 17 |

CHAPTER -VI

RECOMMENDATION

1. The study team is of the opinion that 17nos. of posts are surplus in different Grades and Categories, which may be surrendered and deleted from the BOS of SSE/WORKS/BPRD & RNY.

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 | Tech Carpenter -I | 5200- 20200 | 2800 | 1 | 36812 | 441744 |
| 2 | Tech Carpenter -II | 5200- 20200 | 2400 | 1 | 35862 | 430344 |
| 3 | Tech Painter-I | 5200- 20200 | 2800 | 1 | 36812 | 441744 |
| 4 | Fitter (MCM) | 9300- 34800 | 4200 | 1 | 66712.5 | 800550 |
| 5 | Fitter Gr-I | 5200- 20200 | 2800 | 1 | 36812 | 441744 |
| 6 | S Mason Gr-II | 5200- 20200 | 1900 | 1 | 34675 | 416100 |
| 7 | FPO (MCM) | 9300- 34800 | 4200 | 1 | 66712.5 | 800550 |
| 8 | FPO -I | 5200- 20200 | 2800 | 1 | 36812 | 441744 |
| 9 | Trollyman | 5200- 20200 | 1800 | 1 | 34437 | 413244 |
| 10 | Chouikidar | 5200- 20200 | 1800 | 1 | 34437 | 413244 |
| SSE/WORKS/RNY | | | | | | |
| 1 | FPO -II | 5200- 20200 | 2400 | 1 | 35862 | 430344 |
| 2 | SWM | 5200- 20200 | 1800 | 2 | 68874 | 826488 |
| 3 | Khalasi/Helper | 5200- 20200 | 1800 | 4 | 137748 | 1652976 |
| Total | | | | 17 | 662568 | 7950816 |

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 |