

NORTHEAST FRONTIER RAILWAY



WORK STUDY REPORT ON ADEQUACY OF MINISTERIAL STAFF STRENGTH OF ENGINEERING DEPARTMENT UNDER SR. DEN/C/APDJ OF N.F.RAILWAY

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STUDY NO. WSNF/26/2019-20

CASE NO. Z/375/10/26/19-20

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

EXECUTIVE SUMMARY

SUBJECT: Work study for “Adequacy of Ministerial staff strength of Engineering deptt Under Sr.DEN/C/APDJ” (Work study No. WSNF/26/2019-20)

STUDY NO: WSNF/26/2019-20

CASE NO : Z/375/10/26/19-20

AUTHORITY: SDGM/MLG

CONCERN DIV : APDJ

DEPARTMENT: Engineering,

TERMS OF REFERENCE:

Adequacy of the Ministerial staff strength of Engineering department Under Sr.DEN/C/APDJ .

No. OF RECOMMENDATION: 1 (One)

After critical examination of the workload and activities a total **12 Nos.** Staff (viz. OS- 07 Nos., Sr Clerk-01 No. , Jr Clerk- 01 No., MT Driver – 01 No. & Khalasi(M) - 02 No.) of Engineering Department are surplus Under Sr DEN/C/APDJ, which may be surrendered and the BOS may be corrected accordingly

FINANCIAL ACHIEVEMENT:

Projected manpower surrenders 12Nos.

*Projected Recurring Saving / annum = **Rs. 200.67 lakhs (VII CPC)***

MONTH AND YEAR OF CIRCULATION : FEBRUARY 2020

I N D E X

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CHAPTER-I

1.0 INTRODUCTION:

The Railway administration has to be make the best 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 to assess the requirements of Ministerial staff strengths in Engineering branch under Sr DEN/C/APDJ.

1.1 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 (output/input) either by improving the output (numerator) or by decreasing the input (denominator).
- Up-gradation/introduction of automation/innovations
- Outsourcing of noncore activity.
- Availability of better process/technology.
- Reducing/removing redundancy in work.

1.2 AUTHORITY:

SDGM of N.F.Railway.

1.2 TERMS OF REFERENCE :

Engineering department under Sr DEN/C/APDJ

1.4 METHODOLOGY

Discussion with Sr DDEN/C/APDJ and nominated subordinate

- a) Before conducting this study a discussion was made with Sr DEN/C/APDJ who has been nominated Shri D.L.Meena, ADEN/HQ/APDJ as Associated Officer and Shri Dipak Mishra, Ch.OS/E/Engg/APDJ as Divisional Inspector. The BOS as on 01.04.2019 is collected from the concern section of Sr. DPO/APDJ's office.
- b) Collection of data relating to workload.
- c) Assess the workload for other activity.
- d) Assess the staff requirements for the above workload.

1.5 ACKNOWLEDGEMENT:

Work study team is grateful to Sri Piyush Pandey, Sr.DEN/C/APDJ, Sri D.L.Meena, ADEN/HQ/APDJ, Sri Dipak Mishra, Ch OS/Engg/APDJ & Smt Aloka Singha Ch OS/Engg/APDJ, for their kind guidance and co-operation for conducting this study.

CHAPTER-II

2.0 SUMMARY OF WORK LOAD:

OS: This category is entrusted to look after establishment matters of staff, attendance, all establishment and stores correspondence. Based on the yard sticks he should review periodically to account for the workload and consequently update the competence and adequacy of the staff. He also monitors the audit cases, Pension cases, MACP of staff, Maintenance of P/Case also dealt with court cases.

SN	Group C Category	Pay Matrices	Level	Sanction	On Roll	Vacancy
2	OS	35400 - 112400/-	L/6	34	27	07
		Total		34	27	07

Sr. Clerk:

This category will maintain the records of establishment matters of staff, attendance, all establishment and stores correspondence and acquainted with the workload of Establishment matter of the office under Sr.DEN/C/APDJ.

SN	Group C Category	Pay Matrices	Level	Sanction	On Roll	Vacancy
1	Sr Clerk	29200- 92,300/-	L/5	01	0	01
		Total		01	0	01

Work load of Jr Clerk:

This category is the assistance category of Sr Clerk/E . He will maintain the records of establishment matters of staff, attendance, all establishment and stores correspondence and acquainted with the workload of Sr.Clerk/E.

SN	Group C Category	Pay Band	Level	Sanction	On Roll	Vacancy
1	Jr Clerk	19900- 63200/-	L/2	06	05	01
		Total		06	05	01

Tech (M) Driver-I

The Motor drivers are entrusted the work of shifting officers to stations, shifting materials from site to office and vice versa through office vehicle.

At present the total Sanctioned staff strength of Motor Driver of Engineering/APDJ is 04 as per BOS as on 01/04/19 and On Roll strength of Motor Driver of APDJ Engineering is only 03 of Motor Driver Gr-I & other 01 post is vacant.

This category is already declared as diminishing category vide GM/P/MLG's letter no. E/59/III-4(C) Pt. V-B, Dtd. 16/10/2010. Hence, the vacant post of Motor Driver Gr - I is recommended for surrender.

In view of the above the work study team identified 03 Nos. vacant post of Motor driver as surplus and BOS may be corrected.

SN	Group C Category	Pay Band	Level	Sanction	On Roll	Vacancy
1	Tech (M) Driver-I	29200-92,300/-	L/5	04	03	01
		Total		04	03	01

Work Load of Khalasi (M) :

This category is the assistance category of Ch. OS, OS & other ministerial categories. For regular day to day work of this office this category is employed .

Against the 22 nos sanctioned posts, this office is running with 19 posts & keeping 03 nos post vacant. By considering the work load the vacant 02 nos post of Helper category may be recommended for surrender .

SN	Group C Category	Pay Band	Level	Sanction	On Roll	Vacancy
1	Khalasi Helper (M)	18000-56900/-	L/1	22	19	03
		Total		22	19	03

2.1 EXISTING SANCTION AND ON ROLL STAFF STRENGTH OF 02MECHANICAL DEPARTMENT UNDER SR DME/APDJ

Sl No	Category	Pay Matrices	Level	Sanction	Actual	Vacancy
1	OS	35400 - 112400/-	L/6	35	27	08
2	Sr Clerk	29200 -92,300/-	L/5	01	0	01
3	Jr Clerk	19900-63200/-	L/2	06	05	01
4	MT Driver Gr I	29200 -92,300/-	L/5	04	03	01
5	Khalai (M)	18000-56900/-	L/1	22	19	03
			Total	68	54	14

CHAPTER-III

3.0 CRITICAL ANALYSIS OF EXISTING WORKLOAD AND STAFF REQUIREMENTS:

The activities and work load involved against various categories of staff under Sr DME/APDJ ministerial staff has already discussed in Chapter-II.

OS: This category is entrusted to look after establishment matters of staff, attendance, all establishment and stores correspondence. Based on the yard sticks he should review periodically to account for the workload and consequently update the competence and adequacy of the staff. He also monitors the audit cases, Pension cases, MACP of staff, Maintenance of P/Case also dealt with court cases.

S N	Group C Category	Pay Matrices	Level	Sanction	On Roll	Vacancy	Proposed BOS	Proposed Surrender
1	OS	35400 - 112400/-	L/6	35	27	08	28	07
		Total		35	27	08	28	07

Therefore, 07 vacant post of OS is recommended for surrender.

Sr. Clerk:

This category will maintain the records of establishment matters of staff, attendance, all establishment and stores correspondence and acquainted with the workload of Establishment matter of the office under Sr.DCM/APDJ.

SN	Group C Category	Pay Matrices	Level	Sanction	On Roll	Vacancy	Proposed BOS	Proposed Surrender
1	Sr Clerk	29200- 92,300/-	L/5	01	0	01	0	01
		Total		01	0	01	0	01

Therefore, 01 vacant post of Sr.Clerk is recommended for surrender.

Work load of Jr Clerk:

This category is the assistance category of Sr Clerk/E & OS. He will maintain the records of establishment matters of staff, attendance, all establishment and stores correspondence and acquainted with the workload of Sr.Clerk/E.

SN	Group C Category	Pay Band	Level	Sanction	On Roll	Vacancy	Proposed BOS	Proposed Surrender
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1	Jr Clerk	19900-63200/-	L/2	06	01	05	05	01
		Total		06	01	05	05	01

Therefore, 01 vacant post of Jr. Clerk is recommended for surrender.

Tech (M) Driver-I

The Motor drivers are entrusted the work of shifting officers to stations, shifting materials from site to office and vice versa through office vehicle.

At present the total Sanctioned staff strength of Motor Driver of Engineering/APDJ is 04 as per BOS as on 01/04/19 and On Roll strength of Motor Driver of APDJ Engineering is only 03 of Motor Driver Gr-I & other 01 post is vacant.

This category is already declared as diminishing category vide GM/P/MLG's letter no. E/59/III-4(C) Pt. V-B, Dtd. 16/10/2010. Hence, the vacant post of Motor Driver Gr - I is recommended for surrender.

SN	Group C Category	Pay Band	Level	Sanction	On Roll	Vacancy	Proposed BOS	Proposed Surrender
1	Tech (M) Driver-I	29200-92,300/-	L/5	04	03	01	03	01
		Total		04	03	01	03	01

In view of the above the work study team identified 01 Nos. vacant post of Motor driver as surplus and BOS may be corrected.

Work Load of Khalasi (M) :

This category is the assistance category of Ch. OS, OS & other ministerial categories. For regular day to day work of this office this category is employed .

Against the 22 nos sanctioned posts, this office is running with 19 posts & keeping 03 nos post vacant. By considering the work load the vacant 03 nos post of Helper category may be recommended for surrender .

SN	Group C Category	Pay Band	Level	Sanction	On Roll	Vacancy	Proposed BOS	Proposed Surrender
1	Khalasi Helper (M)	18000-56900/-	L/1	22	20	02	20	02
		Total		22	20	02	20	02

Therefore, 02 vacant posts of Khalasi (M) are recommended for surrender.

CHAPTER-IV

PROPOSED & SURPLUS STAFF

4.0 As discussed in critical analysis in para-3 of Chapter- III, the proposed strength and proposed surplus staff of Ministerial staff under Sr. DEN/C/APDJ is tabulated below : –

4.1 SUMMARISED PROPOSAL OF SURRENDER OF POST UNDER Sr DEN/C/APDJ

SN	Group C Category	Pay Matrices	Level	Sanc tion	On Roll	Vaca ncy	Proposed BOS	Proposed Surrender
1	OS	35400/- - 112400/-	L/6	34	27	07	27	07
2	Sr Clerk	29200-92,300/-	L/5	01	0	01	0	01
3	Jr Clerk	19900-63200/-	L/2	06	05	01	05	01
4	MT Driver-I	29200-92,300/-	L/5	04	03	01	03	01
5	Khalasi (M)	18000-56,900/-	L/1	22	19	03	20	02
		Total		67	54	13	55	12

Total Proposed surrender under Sr DEN/C/APDJ identified as 12 Nos.

CHAPTER-V

RECOMMENDATION

5.0 After critical examination of the workload and activities a total **12 Nos.** Staff (viz. OS- 07 Nos., Sr Clerk-01 No. , Jr Clerk- 01 No., MT Driver – 01 No. & Khalasi(M) - 02 No.) of Engineering Department are surplus Under Sr DEN/C/APDJ, which may be surrendered and the BOS may be corrected accordingly

CHAPTER-VI

6.0

EXPENDITURE / FINANCIAL SAVINGS PER ANNUM

The expenditure involved in surplus posts per annum is as follows-

SN	1 Name of post	2 Pay level	3 Mean pay	4 DA 17 % as on date	5 Value per month	6 No. of posts	7 Value per anum
1	OS	L/6	73900	12563/-	86463/-	07	86463 X 12 X 7 = /- 7262892/-
2	Sr Clerk	L/5	60750	10327	71077/-	01	71077 X 12 X 01 = 852924/-
3	Jr Clerk	L/2	41550	7063/-	48613/-	01	48613 X 12 X 01 = 583356/-
4	MT Driver-I	L/5	60750	10327	71077/-	01	71077 X 12 X 01 = 852924/-
5	KHALASI (M)	L/1	37450	6366/-	43816/-	02	43816 X 12 X 2 =1051584/-
					Total	12	200,67,680/-

Total surplus = **12** posts

Projected Recurring Saving / annum = Rs.200.67 lakhs

CHAPTER – VII

7.0

READY RECKONER as per VII CPC

SN	Level	First Pay	Last pay	Mean pay monthly	DA 17 %	Monthly in Rs.	Yearly in Rs.
1	Level-1	18000	56900	37450	6366/-	43816/-	525792/-
2	Level-2	19900	63200	41550	7063/-	48613/-	583356/-
3	Level-3	21700	69100	45400	7718/-	53118/-	637416/-
4	Level-4	25500	81100	53300	9061/-	62361/-	748332/-
5	Level-5	29200	92300	60750	10327	71077/-	852924/-
6	Level-6	35400	112400	73900	12563/-	86463/-	1037556/-
7	Level-7	44900	142400	93650	15920/-	109570/-	1314840/-
8	Level-8	47600	151100	99350	16889/-	116239/-	1394868/-

