

## **NORTHEAST FRONTIER RAILWAY**



### **Work Study Report on Adequacy Of Ministerial Staff Strength Of Mechanical Department Under Sr. DME/APDJ Of N.F.Railway**

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**STUDY NO. WSNF/28/2019-20**

**CASE NO. Z/375/10/28/19-20**

**CENTRAL PLANNING ORGANISATION**

**N. F. RAILWAY/MALIGAON**

**GUWAHATI - 781011.**

## **EXECUTIVE SUMMARY**

**SUBJECT:** Work study for “Adequacy of Ministerial staff strength of Mechanical deptt Under Sr.DME/APDJ” (Work study No. WSNF/28/2019-20)

**STUDY NO:** WSNF/28/2019-20

**CASE NO :** Z/375/10/28/19-20

**AUTHORITY:** SDGM/MLG

**CONCERN DIV :** APDJ

**DEPARTMENT:** Mechanical

### **TERMS OF REFERENCE:**

Adequacy of the Ministerial staff strength of Mechanical department Under Sr.DME/APDJ

### **No. OF RECOMMENDATION:** 1 (One)

After critical examination of the workload and activities a total **12 Nos.** Staff (viz. Ch OS -01 Nos, OS- 04Nos., Sr Clerk-03 Nos. , Jr Clerk- 03 Nos. & HKA - 01 No.) of Mechanical Department are surplus Under Sr DME/APDJ, which may be surrendered and the BOS may be corrected accordingly

### **FINANCIAL ACHIEVEMENT:**

*Projected manpower surrenders 12Nos.*

*Projected Recurring Saving / annum = **Rs. 102.99 lakhs ( VII CPC)***

**MONTH AND YEAR OF CIRCULATION :** JANUARY 2020

## **I N D E X**

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## **CHAPTER-I**

### **1.0 INTRODUCTION:**

The Railway administration has to be making 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 Mechanical branch under Sr DME/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 :**

Mechanical department under Sr DME/APDJ

### **1.4 METHODOLOGY**

#### **Discussion with Sr DME/APDJ and nominated subordinate**

- a) Before conducting this study a discussion was made with Sr DME/APDJ who has been nominated Shri Priyanshu ADME/C&W/APDJ as Associated Officer and Shri Prashanta Das, Ch OS/G/Mech/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 Rajeev Awasthi, Sr.DME/APDJ, Sri Priyanshu, ADME/APDJ & Sri Prashanta Das, Ch OS/G/Mech/APDJ, for their kind guidance and co-operation for conducting this study.

## **CHAPTER-II**

### **2.0 SUMMARY OF WORK LOAD:**

**CHIEF OS & 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
1	Ch OS	44900 - 142400/-	L/7	06	05	01
2	OS	35400 - 112400/-	L/6	20	16	04
		Total		26	21	05

#### **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.DME/APDJ.

SN	Group C Category	Pay Matrices	Level	Sanction	On Roll	Vacancy
1	Sr Clerk	29200- 92,300/-	L/5	05	02	03
		Total		05	02	03

#### **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	05	02	03
		Total		05	02	03

#### **Work Load of HKA :**

Cleaning of drains, sweeping, Jungle cutting, sweeping of different areas, disposal of refuse from colony area. Collection, removal and disposal of rubbish from railway premises etc. Sweeping the road and other surface area of the Railway premise and collection of the sweepings, put these in the dustbins and also remove the cobwebs etc.

SN	Group C Category	Pay Band	Level	Sanction	On Roll	Vacancy
1	HKA	18000-56900/-	L/1	09	08	01
		Total		09	08	01

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

Sl No	Category	Pay Matrices	Level	Sanction	Actual	Vacancy
1	SSE/ C & W	44900 - 142400/-	L/7	17	12	05
2	JE/C & W	35400 - 112400/-	L/6	08	09	-01
3	Ch OS/G	44900 - 142400/-	L/7	06	05	01
4	OS/G	35400 - 112400/-	L/6	20	16	04
5	Sr Clerk/M. Clerk	29200 -92,300/-	L/5	05	02	03
6	Jr Clerk	19900-63200/-	L/2	05	02	03
7	Sr Steno	35400 - 112400/-	L/6	01	01	0
8	Sr LMI	44900 - 142400/-	L/7	01	0	01
9	Ch Loco Inspector	44900 - 142400/-	L/7	24	19	05
10	Sr LI/Safety	44900 - 142400/-	L/7	01	0	01
11	Loco Pilot /Mail	35400 - 112400/-	L/6	50	44	06
12	Loco Pilot /Passenger	35400 - 112400/-	L/6	48	32	16
13	LP/Goods	35400 - 112400/-	L/6	188	120	68
14	LP/Shunter Gr-I	35400 - 112400/-	L/6	08	0	08
15	LP/Shunter Gr-II	25500-81100/-	L/4	08	15	-07
16	Sr ALP	35400 - 112400/-	L/6	214	175	39
17	ALP	19900-63200/-	L/2	72	28	44
18	Sr Tech/Motor Diver	35400 - 112400/-	L/6	01	01	0
19	Tech/Motor Driver -I	29200 -92,300/-	L/5	01	01	0
20	Sr Tech/C/Fitter	35400 - 112400/-	L/6	27	21	06
21	Tech/C/Fitter Gr-I	29200 -92,300/-	L/5	59	16	43
22	Tech/C/Fitter Gr-II	25500-81100/-	L/4	10	60	-50
23	Tech/C/Fitter Gr-III	19900-63200/-	L/2	18	04	14
24	Asst (C&W)	18000-56900/-	L/1	91	75	16
25	HKA (C&W)	18000-56900/-	L/1	09	08	01
26	Record Lifter	18000-56900/-	L/1	01	01	0
27	General Asst (Mech)	18000-56900/-	L/1	02	02	0
28	E/Peon	18000-56900/-	L/1	01	01	0
29	Sr Tech Painter	35400 - 112400/-	L/6	01	01	0
30	Tech Painter -I	29200 -92,300/-	L/5	01	01	0
31	Sr Tech/Welder	35400 - 112400/-	L/6	02	02	0
32	Tech Welder Gr-I	29200 -92,300/-	L/5	04	01	03
33	Tech Welder -III	19900-63200/-	L/2	04	04	0
34	Sr Tech Carpenter	35400 - 112400/-	L/6	01	01	0
35	Tech Carpenter -I	29200 -92,300/-	L/5	02	01	01

36	Tech Carpenter -III	19900-63200/-	L/2	0	01	-01
37	Tech Trimmer - I	29200 -92,300/-	L/5	01	01	0
38	Tech S/Attendant	29200 -92,300/-	L/5	02	02	0
39	RR Cook	25500-81100/-	L/4	01	0	01
40	RR Cook	19900-63200/-	L/2	02	03	-01
41	RR Servant	18000-56900/-	L/1	02	02	0
42	Tech Crane Driver-I	29200 -92,300/-	L/5	01	0	01
43	Tech Crane Driver-III	19900-63200/-	L/2	01	0	01
			Total	921	690	231

### **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.

**Chief OS & 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	Ch OS	44900 - 142400/-	L/7	06	05	01	05	01
2	OS	35400 - 112400/-	L/6	20	16	04	16	04
		Total		26	21	05	21	05

**Therefore, 01 vacant post of Ch.OS & 04 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	05	02	03	02	03
		Total		05	02	03	02	03

**Therefore, 03 vacant post of Sr.Clerk is recommended for surrender.**

**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	Proposed BOS	Proposed Surrender
1	Jr Clerk	19900-63200/-	L/2	05	02	03	02	03
		Total		05	02	03	02	03

**Therefore, 03 vacant post of Jr. Clerk is recommended for surrender.**

**Work Load of HKA :**

Cleaning of drains, sweeping, Jungle cutting, sweeping of different areas, disposal of refuse from colony area. Collection, removal and disposal of rubbish from railway premises etc. Sweeping the road and other surface area of the Railway premise and collection of the sweepings, put these in the dustbins and also remove the cobwebs etc.

Moreover, 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.

SN	Group C Category	Pay Band	Level	Sanction	On Roll	Vacancy	Proposed BOS	Proposed Surrender
1	HKA	18000-56900/-	L/1	09	08	01	08	01
		Total		03	01	02	01	02

**Therefore, 01 vacant posts of HKA is 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 DME/APDJ is tabulated below : –

#### **4.1 SUMMARISED PROPOSAL OF SURRENDER OF POST UNDER SR DME/APDJ**

S N	Group C Category	Pay Matrices	Level	Sanc tion	On Roll	Vaca ncy	Proposed BOS	Proposed Surrender
1	Ch OS	44900-142400/-	L/7	06	05	01	05	01
2	OS	35400/- - 112400/-	L/6	20	16	04	16	04
3	Sr Clerk	29200-92,300/-	L/5	05	02	03	02	03
4	Jr Clerk	19900-63200/-	L/2	05	02	03	02	03
5	HKA	18000-56,900/-	L/1	09	08	01	08	01
		Total		45	33	12	33	12

**Total Proposed surrender under Sr DME/APDJ identified as 12 Nos.**

## **CHAPTER-V**

### **RECOMMENDATION**

**5.0** After critical examination of the workload and activities a total **12 Nos.** Staff (viz. Ch OS - 01 Nos, OS- 04Nos., Sr Clerk-03 Nos. , Jr Clerk- 03 Nos. & HKA - 01 No.) of Mechanical Department are surplus Under Sr DME/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	Ch OS	L/7	93650	15920/-	109570/-	01	1314840/-
2	OS	L/6	73900	12563/-	86463/-	04	86463 X 12 X 4 = 4150224/-
3	Sr Clerk	L/5	60750	10327	71077/-	03	71077 X 12 X 03 = 2558772/-
4	Jr Clerk	L/2	41550	7063/-	48613/-	03	48613 X 12 X 03 = 1750068/-
5	HKA	L/1	37450	6366/-	43816/-	01	525792/-
					<b>Total</b>	<b>12</b>	<b>102,99,696/-</b>

Total surplus = **12** posts

Projected Recurring Saving / annum = Rs.102.99 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/-

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