



## **NORTH EAST FRONTIER RAILWAY**

### **WORK STUDY REPORT ON**

### **WORK STUDY REPORT ON ADEQUACY OF STAFF STRENGTH AT NJP HOSPITAL UNDER CMS/NJP OF KATIHAR DIVISION.**

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

: SHRI L.R.WARY, EO

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

**STUDY NO.** : WSNF/39/19-39

**CASE NO.** : Z/375/10/19-39

## **EXECUTIVE SUMMARY**

**SUBJECT :** Work Study on “Adequacy of staff strength at NJP Hospital under CMS/NJP of Katihar Division.

**STUDY NO :** WSNF/39/19-39

**CASE NO :** Z/375/39/19-39

**AUTHORITY:** SDGM

**CONCERN DIV:** KIR.

**DEPT:** Medical

**TERMS OF REFERENCE:** To assess Adequacy of staff strength at NJP Hospital under CMS/NJP of Katihar Division.

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

### **SUMMARY OR RECOMMENDATIONS:**

1. The study team is of the opinion that 81 nos. of posts are surplus in different Grades and Categories, which may be surrendered and deleted from the BOS of CMS/NJP of Katihar Division.

**PROJECTED MANPOWER :** 81(Eighty One) Nos.

**PROJECTED SAVINGS :** Rs. **3.25 crore.**

**DATE OF CIRCULATION :** March/2020.

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

**WORK STUDY REPORT**  
**ON**  
**ADEQUACY OF STAFF STRENGTH**  
**NJP/HOSPITAL UNDER CMS/NJP OF KATIHAR DIVISION**

**GUIDED BY: SHRI B.LAKRA , SDGM.**  
**SHRI L.R.WARY, EO.**

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**STUDY NO. WSNF/39 /19-39**

**CASE NO. Z/375 / 10 /19-39**

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

**CHAPTER - I**

## **INTRODUCTION**

1. NJP Hospital falls under the jurisdiction of Katihar Division and is situated 3 Km away from NJP station . The NJP Hospital, NJP Station, NJP Colony, SGUJ Station , SGUJ Colony, SGUT Station , SGUT Colony, KGN H.u, KGN Station , TDH colony, D.J.H.U, DJ Colony, KNE H.U & KNE Colony units are under functional control of CMS/ NJP under Katihar Division.

### **2. AUTHORITY : SDGM/MLG**

### **3. TERMS OF REFERENCE**

To assess the requirement of staff Strength at NJP Hospitals and it's allied administrative control units of CMS/NJP under Katihar 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. Pathology:

- a) No. of Doctors attached (Pathology/Microbiology): 01
- b) No. of Para- medical staff/technician engaged: 01 (lab attendant).
- c) Average no. of patient attended for last three month: 908.66 per month (21.08.2019 to 20.11.2019).

| S N | Category           | Pay Band           | G.Pay     | BOS | On Roll | Remarks |
|-----|--------------------|--------------------|-----------|-----|---------|---------|
| 1   | ADMO               | Rs.15600 to 39100  | Rs.5400/- | 01  | 01      |         |
| 2   | Lab-superintendent | Rs.9300 to 34100/- | Rs.4200/- | 01  | 01      |         |
| 3   | Lab attendant      | Rs.9300 to 34100/- | Rs.4200/- | 01  | 01      |         |

### 2. Radiology:

- a. No. of Doctors attached (Pathology/Microbiology): 01
- b. No. of Para- medical staff/technician engaged: 01 (Chief Radiographer) + 01 (X-ray attendant).
- c. Average no. of patient attended for last three month: 472.33 per month (21.08.2019 to 20.11.2019).

| S N | Category           | Pay Band            | G.Pay     | BOS | On Roll | Remarks |
|-----|--------------------|---------------------|-----------|-----|---------|---------|
| 1   | ADMO               | Rs.15600 to 39100/- | Rs.5400/- | 01  | 01      |         |
| 2   | Chief Radiographer | Rs.9300 to 34100/-  | Rs.4200/- | 01  | 01      |         |
| 3   | X-ray attendant    | Rs.5200 to 20200    | Rs.1800/- | 01  | 01      |         |

### 3. For non-technical section (for maintenance & repairing of medical equipments:-

- a. No. of Gr.C staff allotted: 01
- b. Total equipment supposed to be dealt with: 48

| S N | Category | Pay Band           | G.Pay  | BOS | On Roll | Remarks |
|-----|----------|--------------------|--------|-----|---------|---------|
| 1   | Ch.os    | Rs.9300 to 34100/- | 4600/- | 1   | 1       |         |

4. Casualty Service:

- a. No. of Doctors engaged (including CMP if any) shift wise: 01
- b. No. of Para- medical staff engaged shift wise/day: 02 (01 dresser + 01 HA) per shift.
- c. Average no. of patient attended for last three month: 218.67 per month (21.08.2019 to 20.11.2019).

| S N | Categor y | Pay Band           | G.Pay       | BOS | On Roll | Remark s |
|-----|-----------|--------------------|-------------|-----|---------|----------|
| 1   | ACMS      | Level-14           | Rs.10,000/- | 1   | 1       | -        |
| 2   | CMP       | Rs.75000/- (Fixed) | -           | -   | -       | -        |
| 3   | Gr.C      | Rs.9300 to 34100/- | Rs.4200/-   | 01  | 01      | -        |
| 4   | Gr.D      | Rs.5200 to 20200   | Rs.1800/-   | 01  | 01      | -        |

5. Out Door:

- a. No. of Doctors engaged (including CMP if any) shift wise: 04
- b. No. of Para- medical staff engaged shift wise/day: 14 (04 PHT+ 02 Nursing sister+ 06 HA) par day.
- c. Average no. of patient attended for last three month: 6934.67 per month (21.08.2019 to 20.11.2019).

| S N | Categor y | Pay Band           | G.Pay                               | BOS | On Roll | Remark s |
|-----|-----------|--------------------|-------------------------------------|-----|---------|----------|
| 1   | ACMS      | Level-14           | Rs.10,000/-                         | 03  | 03      | -        |
| 2   | CMP       | Rs.75000/- (Fixed) | -                                   | 01  | 01      | -        |
| 3   | Gr.C      | Rs.9300 to 34100/- | Rs.5400/-<br>Rs.4600/-<br>Rs.4200/- | 06  | 06      | -        |
| 4   | Gr.D      | Rs.5200 to 20200   | Rs.1800/-                           | 06  | 06      | -        |

6. Physiotherapy Unit:

- a. No. of Physiotherapist: Nil
- a. No. of allied staff engaged: Nil
- b. Average no. of patient attended for last three month: Nil

| S | Categor | Pay Band | G.Pay | BOS | On Roll | Remark |
|---|---------|----------|-------|-----|---------|--------|
|---|---------|----------|-------|-----|---------|--------|

|   |    |    |    |    |    |   |
|---|----|----|----|----|----|---|
| N | y  |    |    |    |    | S |
| 1 | -- | -  | -  | -  | -  | - |
| 2 | -- | -  | -  | -  | -  | - |
| 4 | -- | -- | -- | -- | -- | - |

7. Centralized Medical store & Pharmacy:

- a. No. of Officers involved: 01  
( who deals medicine, T&P, other items plus repair and maintenance of medical equipments)
- b. No. of allied staff engaged (Gr-C & Gr.D): Gr.D-01.
- c. Detailed of work done for last three months: Received medicine and issued to various health unit, wards ,OPD, lab, X-ray room ,Dressing room etc. supplementary indents and Special indent are prepared. Limited tenders are floated and purchase orders are issued. Local purchases are done, chalan and bills are dispatched. Slow moving and surplus of medicine list are prepared. Relieving duty of PHT and ARME maintenance are done.

| S N | Categor y | Pay Band           | G.Pay                   | BOS | On Roll | Remaks |
|-----|-----------|--------------------|-------------------------|-----|---------|--------|
| 1   | ACMS      | Level-14           | Rs.10,00 0/-            | 1   | 1       |        |
| 2   | PHT       | Rs.9300 to 34100/- | Rs.4600/-,<br>Rs.4200/- | 04  | 04      |        |

8. Following additional information are furnished below:-

**1.Total Sanctioned Strength of the Hospital: 149.**

**2. On Roll Staff: 117**

**Vetted BOS as on 01.4.2018 and detailed current on roll position of whole NJP Medical Division (Unit wise) is attached in a separate sheet.**

3. Nos. of Re-engaged of retired Rly.Staff- NIL

4.Contractual staff deployed: NIL

5. Activities being done completely in house and no.of staff deployed

a. Pathology :-03 staff, b.Radiology:-02

6. Activities outsourced ( if any, please furnish copies of CA):

(a) CT Scan, MRI, USG, and the pathological tests for which equipments are not available.

(b). Treatment of Acute critical cases:- I. Anandaloke Hospital Siliguri, II. Desun Hospital Siliguri.

(c) Cancer cases: Medica Cancer Hospital, Rangapani (Only for Radiotherapy).

7. Best Practices of the centre:-

a. Operation theatre: Laparoscopic surgery, Gynecological surgery, LUCS and family planning surgery.

b. Medical ward including ICU, Surgical ward, Maternity Ward, Labour Room and Neonatal care including Paediatric.

8. Practices needs to be improved: USG machine, ECHO Machine, Medical Gas pipe line, C-Arm facility to be made available.

9. Practices/Activities which may be further outsourced:

Chemotherapy, House keeping, Security, Technical service like dietician, Optometry, Cardiology, Pulmonology. Gardening in the Hospital premises.

### CHAPTER - III

#### SUMMARY OF STAFF POSITION

#### Position as per vetted BOS of 01.04.2018

#### BOS & ON ROLL POSITION OF NJP MEDICAL DISTRICT CMS OFFICE Bill Unit-102 (NJP Hospital)

| SN | Category           | Pay band      | BOS | On Roll | Total Vacancy                      |
|----|--------------------|---------------|-----|---------|------------------------------------|
| 1  | C/MATRON           | 15,600-39,100 | 14  | 13      | 0                                  |
| 2  | N/S                | 9,300-34800   | 13  | 14      | 0                                  |
| 3  | S/N                | 9,300-34800   | 7   | 7       | 0                                  |
| 4  | MIDWIFE            | 9,300-34800   | 1   | Nil     | 1                                  |
| 5  | CPHT/1             | 9,300-34,800  | 4   | 4       | 0                                  |
| 6  | PHT/1              | 9,300-34,800  | 5   | 4       | 1                                  |
| 7  | LAB Supt           | 9,300-34,800  | 1   | 1       | 0                                  |
| 8  | LAB/ASSTT          | 5,200-20200   | 0   | 0       | 0                                  |
| 9  | CHIEF/Radiographer | 9,300-34,800  | 1   | 1       | 0                                  |
| 10 | MCM                | 9,300-34,800  | 1   | 1       | 0                                  |
| 11 | M/DRIVER-I         | 5,200-20200   | 3   | 3       | 1 M/Driver working under DMM/SGUJ. |
| 12 | M/DRIVER-II        | 5,200-20200   | 2   | 0       | 2                                  |



|              |                |             |            |            |           |
|--------------|----------------|-------------|------------|------------|-----------|
|              |                |             |            |            |           |
| 13           | M/DRIVER-III   | 5,200-20200 | 1          | 0          | 1         |
| 14           | DRESSER-I      | 5,200-20200 | 3          | 3          | 0         |
| 15           | DRESSER-II     | 5,200-20200 | 2          | 2          | 0         |
| 16           | DRESSER-III    | 5,200-20200 | 1          | 1          | 0         |
| 17           | COOK-I         | 5,200-20200 | 3          | 3          | 0         |
| 18           | COOK-II        | 5,200-20200 | 2          | 2          | 0         |
| 19           | COOK-III       | 5,200-20200 | 1          | 1          |           |
| 20           | R/SORTER       | 5,200-20200 | 2          | 01         | 1         |
| 21           | SAFAIWALA/JDR  | 5,200-20200 | 29         | 18         | 11        |
| 22           | SAFAIWALA      | 5,200-20200 |            |            |           |
| 23           | X-RAY ATTEANDT | 5,200-20200 | 1          | 1          | 0         |
| 24           | MASALCHI       | 5,200-20200 | 3          | 0          | 03        |
| 27           | CHOWKIDER      | 5,200-20200 | 2          | 01         | 1         |
| 28           | MALI           | 5,200-20200 | 1          | Nil        | 1         |
| 29           | PEON           | 5,200-20200 | 1          | 1          | 0         |
| 31           | HA(M & F)      | 5,200-20200 | 39         | 32         | 7         |
| 32.          | AV CLENER      | 5,200-20200 | 02         | 01         | 1         |
| 33           |                |             |            |            |           |
| 36           |                |             |            |            |           |
| <b>Total</b> |                |             | <b>149</b> | <b>117</b> | <b>32</b> |

**BOS & ON ROLL POSITION OF NJP MEDICAL DISTRICT CMS OFFICE Bill Unit-102 (NJP Station)**

| <b>SN</b> | <b>Category</b> | <b>Pay band</b> | <b>BOS</b> | <b>On Roll</b> | <b>Total Vacancy</b> |
|-----------|-----------------|-----------------|------------|----------------|----------------------|
| 1         | H & MIGr-I      | 9,300-34,800    | 2          | 2              | 0                    |
| 2         | H & MI-Gr-III   | 9,300-34,800    | 1          | 1              | 0                    |
| 3         | Sfaiwala        | 5,200-20200     | Nil        | Nil            |                      |
|           | <b>TOTAL</b>    |                 | <b>03</b>  | <b>03</b>      | <b>0</b>             |

**BOS & ON ROLL POSITION OF NJP MEDICAL DISTRICT CMS OFFICE Bill Unit-102 (NJP Colony)**

| <b>SN</b> | <b>Category</b> | <b>Pay band</b> | <b>BOS</b> | <b>On Roll</b> | <b>Total Vacancy</b> |
|-----------|-----------------|-----------------|------------|----------------|----------------------|
| 1         | H & MIGr-I      | 9,300-34,800    | 1          | 1              | 0                    |
| 2         | H &MI-Gr-III    | 9,300-34,800    | 1          | 1              | 0                    |
| 3         | Sfaiwala JDR    | 5,200-20200     | 39         | 30             | 09                   |
|           | Sfaiwala        | 5,200-20200     |            |                |                      |
|           | TOTAL           |                 | 41         | 32             | 09                   |

**BOS & ON ROLL POSITION OF NJP MEDICAL DISTRICT CMS OFFICE Bill Unit-102 (NJP Colony Malaria Squad)**

| <b>SN</b> | <b>Category</b> | <b>Pay band</b> | <b>BOS</b> | <b>On Roll</b> | <b>Total Vacancy</b> |
|-----------|-----------------|-----------------|------------|----------------|----------------------|
| 1         | M/Mate          | 5,200-20200     | 01         | 0              | 01                   |
| 2         | Malaria Man     | 5,200-20200     | 06         | 02             | 04                   |
|           | TOTAL           |                 | 07         | 02             | 05                   |

**BOS & ON ROLL POSITION OF NJP MEDICAL DISTRICT**

**CMS OFFICE Bill Unit-497 (SGUJ.GR-1 H.U)**

| <b>SN</b> | <b>Category</b> | <b>Pay band</b> | <b>BOS</b> | <b>On Roll</b> | <b>Total Vacancy</b> |
|-----------|-----------------|-----------------|------------|----------------|----------------------|
| 1         | H & MI-1        | 9,300-34800     | 1          | 1              | 0                    |
| 2         | H & MI-111      | 9,300-34800     | 1          | 1              | 0                    |
| 3         | PHT-1           | 9,300-34800     | 1          | 1              | 0                    |
| 4         | PHT-111         | 5,200-20200     | Nil        | Nil            | 0                    |
| 5         | S/N             | 9,300-34800     | 1          | 1 (CNS)        | 0                    |
| 6         | Dresser/11      | 5,200-20200     | 1          | 1              | 0                    |

|    |               |             |    |    |                          |
|----|---------------|-------------|----|----|--------------------------|
|    |               |             |    |    |                          |
| 7  | Midwife       | 5,200-20200 | 1  | 0  | 01                       |
| 8  | Lab Attnd     | 5,200-20200 | 1  | 1  | Utilized at NJP Hospital |
| 9  | HA (M & F)    | 5,200-20200 | 2  | 2  | Nil                      |
| 11 | SAFAIWALA/JDR | 5,200-20200 | 2  | 1  | 01                       |
|    | TOTAL         |             | 11 | 09 | 02                       |

**BOS & ON ROLL POSITION OF NJP MEDICAL DISTRICT**

**CMS OFFICE Bill Unit-497 (SGUJ.Colony H.U)**

| <i>SN</i> | <i>Category</i> | <i>Pay band</i> | <i>BOS</i> | <i>On Roll</i> | <i>Total Vacancy</i> |
|-----------|-----------------|-----------------|------------|----------------|----------------------|
| 1         | H & MI-1        | 9,300-34800     | 1          | 1              | 0                    |
| 2         | H & MI-111      | 9,300-34800     | 2          | 2              | 0                    |
| 3         | PHT-1           | 9,300-34800     | 1          | 1              | 0                    |
| 4         | PHT-111         | 5,200-20200     | 0          | 0              | 0                    |
| 5         | Dresser/11      | 5,200-20200     | 1          | 1              | 0                    |
| 6         | Nursing Sister  | 9300-34800      | 1          | 1              | 0                    |
| 7         | HA (M & F)      | 5,200-20200     | 1          | 1              | 0                    |
| 8         | SAFAIWALA/JDR   | 5,200-20200     | 2          | 2              | 0                    |
|           | Total           |                 | 9          | 09             | 0                    |

**BOS & ON ROLL POSITION OF NJP MEDICAL DISTRICT**

**CMS OFFICE Bill Unit-497 (SGUT H.U.)**

| <i>SN</i> | <i>Category</i> | <i>Pay band</i> | <i>BOS</i> | <i>On Roll</i> | <i>Total Vacancy</i> |
|-----------|-----------------|-----------------|------------|----------------|----------------------|
| 1         | H & MI-1        | 9,300-34800     | 1          | 1              | 0                    |
| 2         | PHT-111         | 5,200-20200     | 1          | 1CPHT          | 0                    |
| 3         | HA (M & F)      | 5,200-20200     | 1          | 1              | 0                    |
| 4         | SAFAIWALA       | 5,200-20200     | 1          | 1              | 0                    |

|   |             |             |   |   |   |
|---|-------------|-------------|---|---|---|
| 5 | Staff Nurse | 9,300-34800 | 1 | 1 | 0 |
|   | Total       |             | 5 | 5 | 0 |

**BOS & ON ROLL POSITION OF NJP MEDICAL DISTRICT**

**CMS OFFICE Bill Unit-101 (SGUJ Station Conservancy)**

| SN | Category      | Pay band    | BOS | On Roll | Total Vacancy |
|----|---------------|-------------|-----|---------|---------------|
| 1  | SAFAIWALA/JDR | 5,200-20200 | 12  | 18      | 10            |
| 4  | SAFAIWALA     | 5,200-20200 | 16  |         |               |
|    | Total         |             | 28  | 18      | 10            |

**BOS & ON ROLL POSITION OF NJP MEDICAL DISTRICT**

**CMS OFFICE Bill Unit-101 (SGUJ Colony )**

| SN | Category      | Pay band    | BOS | On Roll | Total Vacancy |
|----|---------------|-------------|-----|---------|---------------|
| 1  | SAFAIWALA/JDR | 5,200-20200 | 10  | 38      | 6             |
| 4  | SAFAIWALA     | 5,200-20200 | 34  |         |               |
|    | Total         |             | 44  | 38      | 6             |

**BOS & ON ROLL POSITION OF NJP MEDICAL DISTRICT**

**CMS OFFICE Bill Unit-101 (SGUT Colony Conservancy)**

| SN | Category | Pay band | BOS | On Roll | Total Vacancy |
|----|----------|----------|-----|---------|---------------|
|----|----------|----------|-----|---------|---------------|

|   |               |              |           |           |           |
|---|---------------|--------------|-----------|-----------|-----------|
|   |               |              |           |           |           |
| 1 | SAFAIWALA/JDR | 5,200-20200  | 23        | 16        | 07        |
| 4 | SAFAIWALA     | 5,200-20200  |           |           |           |
|   |               | <b>Total</b> | <b>23</b> | <b>16</b> | <b>07</b> |

**BOS & ON ROLL POSITION OF NJP MEDICAL DISTRICT**

**CMS OFFICE Bill Unit-499 (KGN.H.U.)**

| <b>SN</b> | <b>Category</b> | <b>Pay band</b> | <b>BOS</b> | <b>On Roll</b> | <b>Total Vacancy</b> |
|-----------|-----------------|-----------------|------------|----------------|----------------------|
| 1         | Chief Matron    | 15,600-39,100   | 1          | 1              | 0                    |
| 2         | H & MI/111      | 9,300-34800     | 1          | 1              | 0                    |
| 3         | PHT/111         | 5,200-20200     | 1          | 1              | 0                    |
| 4         | Dresser/111     | 5,200-20200     | 1          | 1              | 0                    |
| 5         | HA (M & F)      | 5,200-20200     | 1          | 1              | 0                    |
| 6         | SAFAIWALA       | 5,200-20200     | 1          | 1              | 0                    |
|           | <b>Total</b>    |                 | <b>06</b>  | <b>06</b>      | <b>0</b>             |

**BOS & ON ROLL POSITION OF NJP MEDICAL DISTRICT**

**CMS OFFICE Bill Unit-499 (KGN Conservancy)**

| <b>SN</b> | <b>Category</b>     | <b>Pay band</b> | <b>BOS</b> | <b>On Roll</b> | <b>Total Vacancy</b> |
|-----------|---------------------|-----------------|------------|----------------|----------------------|
| 1         | SAFAIWALA/JDR       | 5,200-20200     | 2          | 05             | 02                   |
| 3         | SAFAIWALA           | 5,200-20200     | 3          |                |                      |
| 4         | SAFAIWALA (LR & RG) | 5,200-20200     | 2          |                |                      |
|           | <b>Total</b>        |                 | <b>07</b>  | <b>05</b>      | <b>02</b>            |

**BOS & ON ROLL POSITION OF NJP MEDICAL DISTRICT**

**CMS OFFICE Bill Unit-498 (TDH Colony )**

| <i>SN</i> | <i>Category</i> | <i>Pay band</i> | <i>BOS</i> | <i>On Roll</i> | <i>Total Vacancy</i> |
|-----------|-----------------|-----------------|------------|----------------|----------------------|
| 1         | SAFAIWALA/JDR   | 5,200-20200     | 5          | 0              | 09                   |
| 4         | SAFAIWALA       | 5,200-20200     | 4          |                |                      |
|           | <b>Total</b>    |                 | <b>9</b>   | <b>0</b>       | <b>9</b>             |

**BOS & ON ROLL POSITION OF NJP MEDICAL DISTRICT CMS OFFICE Bill Unit-498 (TDH Hospital)**

| <i>SN</i> | <i>Category</i>     | <i>Pay band</i> | <i>BOS</i> |  | <i>On Roll</i> | <i>Total Vacancy</i>     |
|-----------|---------------------|-----------------|------------|--|----------------|--------------------------|
| 1         | C/MATRON            | 15,600-39,100   | 1          |  | 1              | Nil                      |
| 2         | S/N                 | 9,300-34800     | 2          |  | 02             | NL                       |
| 3         | N/Sister            | 9,300-34,800    | 1          |  | 01             | Nil                      |
| 4         | PHT/1               | 9,300-34,800    | 1          |  | 1              | Nil                      |
| 5         | H & MI/111          | 9,300-34,800    | 1          |  | 01             | Operated at SGUJ Col     |
| 6         | Av/Driver/1         | 5,200-20200     | Nil        |  | Nil            |                          |
| 7         | Av/Driver/11        | 5,200-20200     | 1          |  | 1              | Operated at NJP Hospital |
| 8         | Dresser/11          | 5,200-20200     | 1          |  | 1              | Nil                      |
| 10        | Jr.Clerk            | 5,200-20200     | Nil        |  | Nil            | Nil                      |
| 11        | Cook/1              | 5,200-20200     | Nil        |  | Nil            | Nil                      |
| 12        | Cook 111            | 5,200-20200     | Nil        |  | Nil            | Nil                      |
| 13        | Masalchi            | 5,200-20200     | 1          |  | 0              | 01                       |
| 14        | Lab/Attd            | 5,200-20200     | 1          |  | Nil            | 1                        |
| 15        | HA (M & F)          | 5,200-20200     | 6          |  | 07             | 3                        |
| 17        | HA (M 7 F) LR & RG  | 5,200-20200     | 4          |  |                |                          |
| 18        | Chowkider           | 5,200-20200     | 1          |  | 1              | Nil                      |
| 19        | Safaiwala/JDR       | 5,200-20200     | 3          |  | 02             | 3                        |
| 21        | Safaiwala/ ( M & F) | 5,200-20200     | 2          |  |                |                          |
|           |                     | <b>Total</b>    | <b>26</b>  |  | <b>20</b>      | <b>6</b>                 |

**BOS & ON ROLL POSITION OF NJP MEDICAL DISTRICT**

**CMS OFFICE Bill Unit-499 (DJ.H.U.)**

| <i>SN</i> | <i>Category</i> | <i>Pay band</i> | <i>BOS</i> | <i>On Roll</i> | <i>Total Vacancy</i> |
|-----------|-----------------|-----------------|------------|----------------|----------------------|
| 1         | PHT/1           | 9,300-34,800    | 1          | 1              | 0                    |
| 2         | HA ( M & F)     | 5,200-20,200    | 1          | 1              | 0                    |
|           | Total           |                 | 2          | 2              | 0                    |

**BOS & ON ROLL POSITION OF NJP MEDICAL DISTRICT**

**CMS OFFICE Bill Unit-499 (DJ Conservancy)**

| <i>SN</i> | <i>Category</i> | <i>Pay band</i> | <i>BOS</i> | <i>On Roll</i> | <i>Total Vacancy</i> |
|-----------|-----------------|-----------------|------------|----------------|----------------------|
| 1         | SAFAIWALA/JDR   | 5,200-20200     | 1          | 0              | 4                    |
| 2         | SAFAIWALA       | 5,200-20200     | 3          |                |                      |
|           | Total           |                 | 4          | 0              | 4                    |

**CMS OFFICE Bill Unit- 500 (KNE.H.U.)**

| <i>SN</i> | <i>Category</i>   | <i>Pay band</i> | <i>BOS</i> | <i>On Roll</i> | <i>Total Vacancy</i> |
|-----------|-------------------|-----------------|------------|----------------|----------------------|
| 1         | H & MI-1          | 9,300-34,800    | 1          | 1              | 0                    |
|           | H & MI-111        | 9,300-34,800    | 1          | 1              | 0                    |
| 2         | PHT-1             | 9,300-34,800    | 1          | 1              | 0                    |
| 3         | HA (M & F)        | 5,200-20200     | 1          | 1              | 0                    |
| 4         | Safaiwala (M & F) | 5,200-20200     | 1          | 1              | 0                    |
| 5         | Dresser-11        | 5,200-20200     | 1          | 1              | 0                    |

|  |              |          |          |          |
|--|--------------|----------|----------|----------|
|  | <b>Total</b> | <b>6</b> | <b>6</b> | <b>0</b> |
|--|--------------|----------|----------|----------|

**BOS & ON ROLL POSITION OF NJP MEDICAL DISTRICT**

**CMS OFFICE Bill Unit- 500 (KNE- Conservancy/Colony)**

| <b>SN</b> | <b>Category</b> | <b>Pay band</b> | <b>BOS</b> | <b>On Roll</b> | <b>Total Vacancy</b> |
|-----------|-----------------|-----------------|------------|----------------|----------------------|
| 1         | SAFAIWALA/JDR   | 5,200-20200     | 2          | 12             | 06                   |
| 2         | SAFAIWALA       | 5,200-20200     | 16         |                |                      |
|           |                 |                 | <b>18</b>  | <b>12</b>      | <b>06</b>            |

**BOS & ON ROLL POSITION OF NJP OFFICE MEDICAL DISTRICT**

| <b>S<br/>N</b> | <b>Category</b> | <b>Pay band</b> | <b>BOS</b> | <b>On Roll</b> | <b>Total Vacancy</b>  |
|----------------|-----------------|-----------------|------------|----------------|---|
| 1              | COS             | 9,300-34800     | 03         | 4              | 1 post permanently<br>variated from CMS<br>office KIR and 01<br>post from MLG |
| 2              | OS              | 9,300-34800     | 4          | 2              | 02  |
| 3              | Sr.Clerk        | 5,200-20,200    | 1          | Nil            | 01  |
| 4              | Jr/clerk        | 5,200-20,200    | 1          | 1              | Nil   |
| 5              | CA              | 9,300-34800     | 1          | 1              | Nil   |
| 6              | OS/Typist       | 9,300-34800     | 1          | 1              | Nil   |
|                | Chief Typist    | 9,300-34800     | 0          | 0              |   |
| 7              | R/Sorter        | 5,200-20,200    | 1          | 1              | Nil   |
| 8              | JDR/Peon        | 5,200-20,200    | 1          | 0              | 01  |
| 9              | Peon            | 5,200-20,200    | 1          | 1              | Nil   |
| 10             | E/Peon          | 5,200-20,200    | 1          | 1              | Nil   |



|  |       |    |    |    |
|--|-------|----|----|----|
|  | Total | 15 | 12 | 03 |
|--|-------|----|----|----|

**BOS:-413**  
**ON Roll:-313**  
**Vacancy:100**

**BOS & ON ROLL POSITION OF NJP MEDICAL DISTRICT**  
**SAFAIWALA CONSERVANCY STAFF as on 10.01.2019**

| SN    | Category       | BOS | On Roll | Vacancy | Excess |
|-------|----------------|-----|---------|---------|--------|
| 1     | NJP Stn,       | Nil | Nil     | Nil     | Nil    |
| 2     | NJP Col        | 39  | 30      | 09      | Nil    |
| 3     | SGUT Col       | 23  | 16      | 07      | Nil    |
| 4     | SGUJ.col       | 44  | 38      | 6       | Nil    |
| 5     | SGUJ.jn<br>Stn | 28  | 18      | 10      | Nil    |
| 6     | KNE            | 18  | 12      | 6       | Nil    |
| 7     | TDH            | 9   | 0       | 9       | Nil    |
| 8     | KGN            | 7   | 5       | 2       | Nil    |
| 9     | DJ             | 4   | 0       | 4       | Nil    |
| TOTAL |                | 172 | 119     | 53      | Nil    |

**BOS & ON ROLL POSITION OF NJP MEDICAL DISTRICT****SAFAIWALA HOSPITAL as on 10.01.2019**

| SN    | Category           | BOS | On Roll | Vacancy | Excess |
|-------|--------------------|-----|---------|---------|--------|
| 1     | NJP Hosp           | 29  | 18      | 11      | Nil    |
| 2     | TDH Hosp           | 5   | 2       | 3       | Nil    |
| 3     | SGUJ<br>H/Unit     | 2   | 2       | 0       | Nil    |
| 4     | SGUJ Col<br>H/Unit | 2   | 1       | 1       | Nil    |
| 5     | SGUT<br>H/Unit     | 1   | 1       | 0       | Nil    |
| 6     | KNE<br>H/Unit      | 1   | 1       | 0       | Nil    |
| 7     | KGN<br>H/Unit      | 1   | 1       | 0       | Nil    |
| TOTAL |                    | 41  | 26      | 15      | Nil    |

**Total Hospital + Conservancy:**

| BOS              | ON ROLL      | VACANCY   |
|------------------|--------------|-----------|
| 41 + 172<br>=213 | 26+ 119 =145 | 15+ 53=68 |

## CHAPTER -IV

### CRITICAL ANALYSIS AND STAFF REQUIREMENTS

A. The staff to be deleted ( as proposed by the work study team) from the BOS of CMS/NJP administrative control units which are appended in Chapter -V below are mostly vacant and of obsolete category the service of those categories can be supplemented by out sourcing , the outsourcing of these categories had already yielded a very good result from financial point of view. Presently the Govt. Vehicles are mostly engaged on hire basis therefore the staff allied to this field become obsolete, similarly in the field of conservancy staff deployment staff by outsourcing is the fool proof option and had already proved to be a cost effective measure. Regarding Ministerial staff adaptation of automation and computers in the Railway working system had reduced individual workloads of ministerial staff to a great extent. The other below mentioned categories is losing their relevancies to exist in the system with the policies adopted previously and at present. Therefore Carrying out the vacant posts of the following categories bears no relevance and may be deleted from the BOS to achieve a cost effective and financially viable system.

## CHAPTER -V

### SUMMARY OF PROPOSED STAFF & SURPLUS POSTS

- CMS/NJP:-**
1. **PROPOSED STAF** under the entire administrative jurisdiction of

| FOR CMS/NJP Unit |                 |             |       |     |             |           | Remarks   |
|------------------|-----------------|-------------|-------|-----|-------------|-----------|---|
| SN               | CATEGORY        | SCALE       | G/PAY | BOS | Propose BOS | Surrender |   |
| 1                | AV Driver III   | 5200-20200  | 1900  | 01  | 00          | 01        | Vacant posts  |
| 2                | AV Driver II    | 5200-20200  | 2800  | 02  | 00          | 02        | Vacant posts  |
| 3                | PEON            | 5200-20200  | 1800  | 01  | 00          | 01        | Vacant posts  |
| 4                | Record Shorter  | 5200-20200  | 4200  | 01  | 00          | 01        | Vacant posts  |
| 5                | Choukidar       | 5200-20200  | 1800  | 02  | 01          | 01        | Vacant posts  |
| 6                | Sr.Clerk        | 5200-20200  | 2800  | 01  | 00          | 01        | Vacant posts  |
| 7                | Jr.Clerk        | 5200-20200  | 1900  | 01  | 00          | 01        | Vacant posts  |
| 8                | Masalchi        | 5200-20200  | 1800  | 04  | 00          | 04        | Vacant posts (3 + 1*)1* Of TDH unit   |
| 9                | X-Ray Attendant | 5200-20200  | 1800  | 01  | 01          | 00        | Vacant posts  |
| 10               | SAFAIWALA/JDR   | 5,200-20200 | 1800  | 213 | 158         | 55        | Considered only the vacancy position of all administrative unit of CMS/NJP except SGUJ Colony,SGUT Colony |
| 11               | Mali            | 5200-20200  | 1800  | 01  | 00          | 01        | Vacant posts  |
| 12               | HA(M/F)         | 5200-20200  | 1800  | 49  | 39          | 10        | 07Vacant posts of NJP hospital 3 of TDH Hospital  |
| 13               | AV/Cleaner      | 5200-20200  | 1800  | 02  | 01          | 01        | Vacant posts  |
| 14               | Malaria Man     | 5,200-20200 | 1800  | 06  | 04          | 02        | Vacant posts  |
| Total            |                 |             |       | 285 | 204         | 81        |   |

#### CHAPTER -VI

#### RECOMMENDATION

1. The study team is of the opinion that 81 nos. of posts are surplus in different Grades and Categories, which may be surrendered and deleted from the BOS of respective CMS/NJP's units .

## **CHAPTER - VII**

### **FINANCIAL IMPLICATION**

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

| S<br>N | CATEGOR<br>Y      | SCAL<br>E       | G/Pay       | SURPLUS<br>POST | Expenditure<br>incurred Per<br>month as<br>salary<br>In Rs. | Total<br>Expenditur<br>e<br>Incurred<br>per Annum<br>due to staff<br>salary in<br>Rs. |
|--------|-------------------|-----------------|-------------|-----------------|---|---|
| 1      | AV Driver III     | 5200-<br>20200  | 1900        | 01              | <b>37522</b>  | <b>450264</b>   |
| 2      | AV Driver II      | 5200-<br>20200  | 2800        | 02              | <b>74530</b>  | <b>894360</b>   |
| 3      | PEON              | 5200-<br>20200  | 1800        | 01              | <b>37265</b>  | <b>447180</b>   |
| 4      | Record<br>Shorter | 5200-<br>20200  | 4200        | 01              | <b>67462.5</b>  | <b>809550</b>   |
| 5      | Choukidar         | 5200-<br>20200  | 1800        | 01              | <b>37265</b>  | <b>447180</b>   |
| 6      | Sr.Clerk          | 5200-<br>20200  | 2800        | 01              | <b>39835</b>  | <b>478020</b>   |
| 7      | Jr.Clerk          | 5200-<br>20200  | 1900        | 01              | <b>37522</b>  | <b>450264</b>   |
| 8      | Masalchi          | 5200-<br>20200  | 1800        | 04              | <b>149060</b>   | <b>1788720</b>  |
| 9      | SAFAIWALA/<br>JDR | 5,200-<br>20200 | <b>1800</b> | 55              | <b>2049575</b>  | <b>2459490<br/>0</b>  |
| 10     | Mali              | 5200-<br>20200  | 1800        | 01              | <b>37265</b>  | <b>447180</b>   |
| 11     | <b>HA(M/F)</b>    | 5200-<br>20200  | 1800        | 10              | <b>37265</b>  | <b>447180</b>   |
| 12     | <b>AV/Cleaner</b> | 5200-<br>20200  | 1800        | 01              | <b>37265</b>  | <b>447180</b>   |
| 13     | Maleria Man       | 5,200-<br>20200 | 1800        | 02              | <b>74530</b>  | <b>894360</b>   |
| Total  |                   |                 |             | <b>81</b>       | <b>27,16,361.5</b>  | <b>3,25,96,3<br/>38</b>   |

**Projected Recurring Savings/Annum = Rs. 3,25865572say Rs. 3.25 crore.**

## **CHAPTER - VIII**

### **READY RECKONER**

| Pay Band   | GP   | Mean pay | Basic Pay in Rs | M.F. of 7th CPC(2.57) & revised Pay | Salary per annum in INR |
|------------|------|----------|-----------------|-------------------------------------|-------------------------|
| 9300-34800 | 4600 | 22050    | 26,650          | 68,490.5                            | 8,21,886                |
| 9300-34800 | 4200 | 22050    | 26,250          | 67,462.5                            | 8,09,550                |
| 5200-20200 | 2800 | 12700    | 15,500          | 39,835                              | 4,78,020                |
| 5200-20200 | 2400 | 12700    | 15,100          | 38,807                              | 4,65,684                |
| 5200-20200 | 2000 | 12700    | 14,700          | 37,779                              | 4,53,348                |
| 5200-20200 | 1900 | 12700    | 14,600          | 37,522                              | 4,50,264                |
| 5200-20200 | 1800 | 12700    | 14,500          | 37,265                              | 4,47,180                |

