

**NORTHEAST FRONTIER RAILWAY**  
**WORK STUDY REPORT ON**  
**REVIEW OF STAFF STRENGTH OF S & T DEPARTMENT**  
**UNDER SR. DSTE/KIR**



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**STUDY NO. WSNF/33/2019-20**

**CASE NO. Z/375/10/19-33**

**CENTRAL PLANNING ORGANISATION**

**N. F. RAILWAY/MALIGAON**

**GUWAHATI - 781011.**

## **EXECUTIVE SUMMARY**

**SUBJECT:** Review of Staff Strength of S & T Department under Sr. DSTE/KIR

**STUDY NO:** WSNF/33/19-20

**CASE NO:** Z/375/10/19-33

**AUTHORITY:** Sr. Dy. General Manager.

**CONCERN DIV:** KATIHAR

**DEPARTMENT:** SIGNAL & TELECOM

**TERMS OF REFERENCE:** Review of Staff Strength of S & T Department under Sr. DSTE/KIR

**NO. OF RECOMMENDATION:** 01 (one)

After critical examination of the workload and activities total **09 Nos of posts** (viz. CTPO -02 No, M Driver Gr-I -01 No., Sr Wireless Peon- 01 No. Tech -I & II Painter 01 No, each, Jr Clerk/G -01 No, Safaiwala -01 No. & Cypher Operator- 01 No.) Under Sr DSTE/KIR are surplus, which may be surrendered and the BOS may be corrected accordingly.

**FINANCIAL ACHIEVEMENT:** Projected man power savings 09 Nos.

**PROJECTED FINANCIAL SAVING:** Rs.72.01 lakhs. (as per VII CPC)

**MONTH AND YEAR OF CIRCULATION:** January'2020

## **I N D E X**

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## **CHAPTER - I**

### **1.0 INTRODUCTION:**

- The principal objective of the Railways S & T (Tele) system needed for vital communication for Control Communication & all other Data circuits etc. just like STD circuits, Control communication, Data logger & all Data circuits back up for OFC circuits.
- The introduction of various computer based data networks for applications like PRS, UTS, FOIS, COIS, MIS, Railnet etc. coupled with tremendous advancement in communication technology and the need for taking advantage of this technology have all necessitated installation of Optic Fibre Communication (OFC) system consisting of OFC cable, Quad cable and associated electronics such as PD MUX, STM equipments etc. in the Railways. With this change in the scenario the traditional Microwave links will disappear to make room for the new advanced technology. Accordingly while manpower will be required for operation and maintenance of OFC assets, its requirement for microwave system will drastically reduce and disappear altogether in the near future. Therefore, to meet the requirement of the changing scenario following steps may be taken to ensure that newly installed OFC and quad cable based communication systems including data networks are effectively maintained by the existing staff including those working on communication:

### **1.1 ACKNOWLEDGEMENT:**

- Work study team is grateful to Sri Pawan Kumar , Sr DSTE/KIR, Sri Jitendra Kumar, ASTE/KIR & Sri Sachin Kumar, SSE/D/KIR for their kind guidance and co-operation for conducting this study.
- The work study team is thankful to Sri Dung Dung , Chief OS/Sr DSTE's office/KIR for his assistance rendered to the work study team for conducting the subject study.

### **1.2 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.

### **1.3 AUTHORITY:** SDGM of N.F.Railway.

### **1.4 TERMS OF REFERENCE:**

Adequacy of Staff Strength of S & T Department under Sr DSTE/MLG of N.F.Railway HQ.

### **1.5 METHODOLOGY:**

- a) Collection of data relating to workload.
- b) Discussion with Sr DSTE/DSTE & Subordinates and obtaining their views.
- c) Assess the workload for Micro wave station/field.
- d) Assess the workload for MLG/HQ & Field units.
- e) Assess the staff requirements for the above workload.

## CHAPTER-II

### SUMMARY OF WORK LOAD

#### **Duties of Chief Telephone Operator (CTPO):**

- Operating the Trunk board
- Diagnostic approach for receiving & dispatching of calls
- Take care of VIPs for various kind of communication.
- Interrupt busy lines if an emergency warrants.
- Keep records of calls placed and received.
- Listen to customer request, referring to alphabetical of geographical directories to answer questions and provide telephone information
- Monitor of automated systems for placing collect calls and intervene for a callers needing assistance.
- Observe signal lights on switchboards and dial or press buttons to make connections
- Offer special assistance to persons such as those who are unable to dial or who are in emergency situations.
- Set up conference calls in different locations and time zones.
- Perform clerical duties such as typing, proofreading and sorting mails

SN	Category	Pay Band	Grade Pay	Sanctioned	On Roll	Vacancy
1	CTPO	9300-34800	4200	03	01	02
			Total	03	01	02

#### **Duties of Motor Driver:**

All vehicles used by the officers are mostly outsourced. Present on roll position of this category is Nil and these posts are lying vacant. 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.

As this category is already declared as diminishing category, the study team opined to surrender this 01 No of vacant posts of motor driver (Gr.-I) category.

SN	Category	Pay Band	Grade Pay	Sanctioned	On Roll	Vacancy
1	Motor Driver Gr-I	5200-20200	2800	01	0	01
			Total	01	0	01

#### **Duties of Wireless Peon:**

Earlier this category was utilized for delivering wireless messages. Due to obsolescent of wireless system, this category has no viable importance, 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.

As this category is already declared as diminishing category, the study team opined to surrender this 01 No of vacant posts of Sr. Wireless peon category.

SN	Category	Pay Band	Grade Pay	Sanctioned	On Roll	Vacancy
1	Sr. Wireless peon	5200-20200	1800	01	0	01
			Total	01	0	01

**Duties of Tech-Painter:**

This category are employed for painting various Engg office buildings, Raiway colonies, doors, windows & lettering works in railway premises. On scrutinizing detailed work load and discussion with the concerned SSE & officers brought to notice that presently these works are accomplished by engaging the contractor/agency. Hence, this category is of no viable importance & also to mention that this post is lying vacant since long.

SN	Category	Pay Band	Grade Pay	Sanctioned	On Roll	Vacancy
1	Tech Painter-I	5200-20200	2800	01	0	01
	Tech Painter-II	5200-20200	2400	01	0	01
			Total	02	0	02

**Duties of Jr Clerk:**

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

SN	Category	Pay Band	Grade Pay	Sanctioned	On Roll	Vacancy
1	Jr Clerk	5200-20200	1900	01	0	01
			Total	01	0	01

**Duties of Safaiwala:**

- i) Collect, remove and dispose of rubbish from railway premises and colonies etc.
- ii) Sweep the road and other surface area of the Railway premise and colonies and collect the sweepings and put these in the dustbins and also dust and remove cobwebs etc.

SN	Category	Pay Band	Grade Pay	Sanctioned	On Roll	Vacancy
1	Safaiwala	5200-20200	1800	01	0	01
			Total	01	0	01

**Duties of Cipher Operator:**

Encoding & decoding of cipher message through Morse code, now a days this category has no viable importance as technology is updated & telecom system in Railways is operated through OFC & PC.

SN	Category	Pay Band	Grade Pay	Sanctioned	On Roll	Vacancy
1	Cipher Operator	9300-34800	4200	01	0	01
			Total	01	0	01

**CHAPTER-III**

### 3.0 **CRITICAL ANALYSIS OF EXISTING WORKLOAD AND STAFF REQUIREMENTS:**

- The S & T staff may be given necessary training on various aspects of operation and maintenance of OFC, quad cable assets as well as data networks and deployed accordingly. For this purpose, Zonal Training Centres should organize special courses to train the staff.
- Since OFC system is controlled by computer based network monitoring centre's located at Divisional Headquarters and local leads are provided by the divisions, the Telecom cadre including that dealing with various data networks, has to be necessarily Division controlled.
- Any additional creation for new OFC and quad cable assets as per norms laid down, should first take into account the redundancy on the MW side with workload on this segment diminishing.

#### **Duties of Chief Telephone Operator (CTPO):**

- Operating the Trunk board
- Diagnostic approach for receiving & dispatching of calls
- Take care of VIPs for various kind of communication.
- Interrupt busy lines if an emergency warrants.
- Keep records of calls placed and received.
- Listen to customer request, referring to alphabetical of geographical directories to answer questions and provide telephone information
- Monitor of automated systems for placing collect calls and intervene for a callers needing assistance.
- Observe signal lights on switchboards and dial or press buttons to make connections
- Offer special assistance to persons such as those who are unable to dial or who are in emergency situations.
- Set up conference calls in different locations and time zones.
- Perform clerical duties such as typing, proofreading and sorting mails

Position of CTPO:

SN	Category	Pay Band	Grade Pay	Sanctioned	On Roll	Vacancy	Proposed BOS	Proposed surplus
1	CTPO	9300-34800	4200	03	01	02	01	02
			Total	03	01	02	01	02

#### **Duties of Motor Driver:**

All vehicles used by the officers are mostly outsourced. Present on roll position of this category is Nil and these posts are lying vacant. 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.**

As this **category is already declared as diminishing category**, the study team opined to surrender this 01 No of vacant posts of motor driver (Gr.-I) category.

Position of Motor Driver:

SN	Category	Pay Band	Grade Pay	Sanctioned	On Roll	Vacancy	Proposed BOS	Proposed surplus
1	Motor Driver Gr-I	5200-20200	2800	01	0	01	0	01
			Total	01	0	01	0	01

#### **Duties of Wireless Peon:**

Earlier this category was utilized for delivering wireless messages. Due to obsolescent of wireless system, this category has no viable importance, 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.**

As this **category is already declared as diminishing category**, the study team opined to surrender this 01 No of vacant posts of Sr.Wireless peon category.

**Position of Sr Wireless peon:**

SN	Category	Pay Band	Grade Pay	Sanctioned	On Roll	Vacancy	Proposed BOS	Proposed surplus
1	Sr.Wireless peon	5200-20200	1800	01	0	01	0	01
			Total	01	0	01	0	01

**Duties of Tech-Painter:**

This category are employed for painting various Engg office buildings, Raiway colonies, doors, windows & lettering works in railway premises. On scrutinizing detailed work load and discussion with the concerned SSE & officers brought to notice that presently these works are accomplished by engaging the contractor/agency. Hence, this category is of no viable importance & also to mention that this post is lying vacant since long.

**Position of Tech-Painter:**

SN	Category	Pay Band	Grade Pay	Sanctioned	On Roll	Vacancy	Proposed BOS	Proposed surplus
1	Tech Painter-I	5200-20200	2800	01	0	01	0	01
2	Tech Painter-II	5200-20200	2400	01	0	01	0	01
			Total	02	0	02	0	02

**Duties of Jr Clerk/G:**

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

**Position of Jr Clerk/G:**

SN	Category	Pay Band	Grade Pay	Sanctioned	On Roll	Vacancy	Proposed BOS	Proposed surplus
1	Jr. Clerk/G	5200-20200	1800	01	0	01	0	01
			Total	01	0	01	0	01

**Duties of Safaiwala:**



- i) Collect, remove and dispose of rubbish from railway premises and colonies etc.
- ii) Sweep the road and other surface area of the Railway premise and colonies and collect the sweepings and put these in the dustbins and also dust and remove cobwebs etc.

Position of Safaiwala:

SN	Category	Pay Band	Grade Pay	Sanctioned	On Roll	Vacancy	Proposed BOS	Proposed surplus
1	Safaiwala	5200-20200	1800	01	0	01	0	01
			Total	01	0	01	0	01

#### Duties of Cipher Operator:

Encoding & decoding of cipher message through Morse code, now a days this category has no viable importance as technology is updated & telecom system in Railways is operated through OFC & PC. 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.

As this category is already declared as diminishing category, the study team opined to surrender this 01 No of vacant posts of Cipher operator category.

Position of Cipher Operator:

SN	Category	Pay Band	Grade Pay	Sanctioned	On Roll	Vacancy	Proposed BOS	Proposed surplus
1	Cipher Operator	9300-34800	4200	01	0	01	0	01
			Total	01	0	01	0	01

## CHAPTER-IV

### 4.0

#### PROPOSED & SURPLUS STAFF

As discussed in critical analysis in para-3 of Chapter- III, the proposed strength and proposed surplus staff of Sr DSTE/KIR is tabulated below : –

Bill Unit	CATEGORY	Scale	Grade Pay	SANCTIONED	ON ROLL	VACANCY	Proposed BOS	Proposed surplus
705	CTPO	9300-34800	4200	03	01	02	01	02
703	M Driver Gr-I	5200-20200	2800	01	0	01	0	01
711	Sr Wireless Peon	5200-20200	1800	01	0	01	0	01
704	Tech-I/Painter	5200-20200	2800	01	0	01	0	01
709	Tech-II/Painter	5200-20200	2400	01	0	01	0	01
703	Jr Clerk/G	5200-20200	1900	01	0	01	0	01
703	Safaiwala	5200-20200	1800	01	0	01	0	01
703	Cypher Operator	9300-34800	4200	01	0	01	0	01
			Total	10	01	09	01	09

## CHAPTER-V

**5.0****RECOMMENDATION**

After critical examination of the workload and activities total **09 Nos of posts** (viz. CTPO -02 No, M Driver Gr-I 01 No., Sr Wireless Peon- 01 No. Tech –I & II Painter 01 No, each, Jr Clerk/G 01 No, Safaiwala 01 No. & Cypher Operator 01 No.) Under Sr DSTE/KIR are surplus, which may be surrendered and the BOS may be corrected accordingly.

**CHAPTER-VI****6.0****EXPENDITURE / FINANCIAL SAVINGS PER ANNUM**

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	CTPO	L-6	73900	12563/-	86463/-	02	86463 X 2 X 12 = Rs.20,75,112/-
2	Motor Driver Gr-I	L-5	60750	10327	71077/-	01	71077 X 1 X 12 =Rs.8,52,924/-
3	Sr Wireless Peon	L-1	37450	6366/-	43816/-	01	43816 X 1 X 12 =Rs.5,25,792/-
4	Painter -I	L-5	60750	10327	71077/-	01	71077 X 1 X 12 =Rs.8,52,924/-
	Painter -II	L-4	53300	9061/-	62361/-	01	62361 X 1 X 12 =Rs.7,48,332/-
	Jr Clerk/G	L-2	41550	7063/-	48613/-	01	48613 X 1 X 12 =Rs.5,83,356/-
	Safaiwala	L-1	37450	6366/-	43816/-	01	43816 X 1 X 12 =Rs.5,25,792/-
	Cypher Operator	L-6	73900	12563/-	86463/-	01	86463 X 1 X 12 = Rs.10,37,556/-
					<b>Total</b>	<b>09</b>	<b>Rs. 72,01,768/-</b>

Total surplus = **09** posts

Projected Recurring Saving / annum = Rs.72.01 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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