

NORTHEAST FRONTIER RAILWAY



**WORK STUDY REPORT ON
REVIEW OF STAFF STRENGTH OF MINISTERIAL STAFF OF
ELECTRICAL DEPT. UNDER DY.CEE/PS/HQ/MLG**

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STUDY NO. WSNF/30/2020-21

CASE NO. Z/375/10/30/20-21

CENTRAL PLANNING ORGANISATION

N. F. RAILWAY/MALIGAON

GUWAHATI - 781011.

EXECUTIVE SUMMARY

**SUBJECT: REVIEW OF STAFF STRENGTH OF MINISTERIAL STAFF
OF ELECTRICAL DEPT. UNDER DY.CEE/PS/MLG**

STUDY NO: WSNF/30/20-21 **CASE NO:** Z/375/10/30/20-21

AUTHORITY: SDGM of N.F.Railway.

CONCERN OFFICE: DY.CEE/PS/MLG'S OFFICE **DEPARTMENT:** ELECTRICAL

TERMS OF REFERENCE: To assess the requirements of Ministerial Staff Strength of DY.CEE/PS/MLG's office.

NO. OF RECOMMENDATION: One

After critical examination of the workload and activities for the ministerial category under **Dy. CEE/PS/HQ/MLG** office a total **03 Nos posts** (Viz.**01 No of Steno-I, & 02 Nos. of Motor Driver-I**) are surplus, which may be surrendered and the BOS may be corrected accordingly.

PROJECTED MAN POWER SAVINGS: 03 Nos.

PROJECTED FINANCIAL SAVING: Rs. 27.43 Lakh per annum.

MONTH AND YEAR OF CIRCULATION: JANUARY, 2021

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CHAPTER - I

1.0 INTRODUCTION:

Railway administration has made the best use of its resources including manpower keeping them at optimum level to attain financial viability. Taking into consideration to these objectives, the Railway Board have advised to take up review on staff strength of various departments in the Railway. The Board have emphasized to suggest improved methods for economizing the system of reducing wastage of staff expenditures and improve manpower productivity. In pursuance with these policies of Railway Board, the Central Planning Organization of N.F.Railway has conducted Work Study on requirement of Staff strength under Dy. Electrical Engineer (PS)/HQ

Electrical Department in Indian railways. Mainly divided in following branches General Service(G), Traction Operation(TrO), Traction distribution(TrD), Traction Rolling Stock(TRS). Traction Rolling Stock includes production and maintenance of Electric Locomotives, Electrical Multiple Units(EMUs) and Main Line EMUs(MEMUs). Traction Distribution includes the maintenance of substations(PS) and Over Head Equipments.

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.

1.3 TERMS OF REFERENCE: Review of Ministerial Staff Strength of Dy. CEE/PS /MLG's Office.

1.4 METHODOLOGY:

- a) Collection of data relating to workload.
- b) Discussion with Dy. CEE /PS/HQ/MLG, Ch.OS/IC/MLG & Subordinates and obtaining their views.
- c) Assess the workload for various sections.
- d) Assess the staff requirements for the above workload.
- e) Examination of facts & figure keeping in view the present work load vis – a – vis Man power available .
- f) View and suggestions.
- g) Arriving at the optimum requirement of Man power for the present workload.

1.5 ACKNOWLEDGEMENT:

Work study team is grateful to **Shri L.R.Wary, Dy. CEE/PS/HQ/MLG, Shri Ashok Chowdhury, Ch.OS/IC/HQ/MLG** for their kind guidance and co-operation for conducting this study.

CHAPTER-II

2.0 SUMMARY OF WORK LOAD

WORK LOAD OF VARIOUS SECTIONS UNDER Dy. CEE/PS/HQ/MLG

1. SECTION: TRACTION LOCO & TRD

1	CO-ORDINATION WITH SSE/DRG-I IN SCRUTINY OF PLAN, LAYOUT ETC. RELATED TO RE WORKS.
2	PREPARING & PROCESSING PROPOSALS FOR RAILWAY ELECTRIFICATION, MONITORING PROGRESS OF RE WORKS & OTHER RELATED MATTERS PERTAINING TO CORE/RVNL, TOWER WAGON, SOD, CRS ETC.
3	PLAN THE REQUIREMENT OF ELECTRIC LOCOS/LOCO LINKS TO SUIT TRAFFIC DEMAND. PLAN/REVIEW REQUIREMENT OF CREW EVERY SIX MONTHS
4	MONITORING THE IMPLEMENTATION AND COMPLIANCE OF ALL APPROVED MODIFICATIONS AND SPECIAL MAINTENANCE INSTRUCTIONS (SMIs) ISSUED BY RDSO/CLW/CAMTECH ETC.
5	PREPARATION OF HIGHLIGHTS, MCDO, PCDO, AND OTHER MONTHLY & PERIODICAL REPORTS RELATED TO TRD/TRO/TRS MATTERS
6	STATISTICAL ANALYSIS AND DETAILED COMPILATION OF ALL DEFECTS AND FAILURES OCCURRING AND INITIATION OF APPROPRIATE REMEDIAL STEPS FOR TRD/TRO/TRS.
7	SCRUTINY & PROCESSING OF EIG SANCTION FOR ELECTRICAL TRD/TRO/TRS INSTALLATIONS INCLUDING ISSUANCE OF JPOs ETC.
8	IN CHARGE OF HEADQUARTER ELECTRICAL CONTROL, TO PUT UP DAILY POSITION OF TRD/TRS ASSETS AND PREPARE FAILURE REPORT/ANALYSIS, IMPORTANT PENDING ISSUES, FOLLOW UP ACTION ETC.
9	LIAISON & CORRESPONDENCE WITH DISCOMs, ERCs, REMCL ETC. FOR TRACTION POWER SUPPLY AND TARIFF INCLUDING OPEN ACCESS, TRADING IN ELECTRICITY ETC.
10	MAINTAINING & REGULAR UPDATING OF ALL FILES, MARKING OF FR/BR, E-DAK OF LETTERS/DOCUMENTS.
11	ALL CORRESPONDENCE & FOLLOW UP ACTION RELATED TO NON-TECHNICAL MATTERS.
12	Maintaining daily position of TRD/TRS assets & various Statistics of TRD/TRO/TRS.

13	Assist SSE/TRD in day to day working including preparation of MCDO/PCDO(TRD etc.)
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SN	CATEGORY	SCALE	G/PAY	ON ROLL
1	SSE/LOCO	LEVEL-7	LEVEL-7	1
2	SSE/TRD	LEVEL-7	LEVEL-7	1
3	OS/TRD	LEVEL-6	LEVEL-6	1

2. SECTION: COACHING TL_AC

1	All Technical & Policy Matters, Specifications, Quality, Modifications, Maintenance Instructions, Innovations/ Improvements etc. with their Monitoring & Implementation.
2	All Safety related matters, Safety Action Plan, Quality, Technical/Safety Drives and Unit Exchange Spares covering Repair, including Technical correspondence.
3	All Correspondence related to New Trains, Special Trains, Rake links, Time Table etc, Monthly updating of Statistics of PM/SM Trains with Compositions etc., ART/ARME.
4	Man Power Planning for Maintenance and Escorting staff including Creation of Posts for Additional Coaches/New or Special Trains, Planning & Monitoring of Expenditure (PH & Allocation-wise) in Divisions & Workshops.
5	Preparation of Monthly & Periodical Reports, Presentations, Handouts/Handing over Notes etc. and monthly updation. Preparation, Monitoring & Implementation of all Action Plan Items (except Safety action plan), MOU etc.
6	All matters of ESC & MSG Meetings, GM/CEE/CESE's Conferences, POM, PREM, ZRUCC & other Meetings/Seminars/Conferences etc. including Technical correspondence.
7	Inspection & Auditing of implementation of Technical & Policy instructions, Check Lists, Pocket diary size Dos & Don'ts, Maintenance Practices being followed, Uniform Maintenance Practices etc. by Divisions & Workshops.
8	Regular interaction with RDSO, RCF, ICF etc. & ensuring updating of

	Data/Drawings.
9	Monitoring of Punctuality Performance including Detentions, En-route Failures, Unusual Occurrences etc.
10	Preparation of Highlights, MCDO, PCDO including those of Mech. deptt. Assistance required by Divisions, Workshops & Others.
11	Failure Analysis & Remedial Measures, Follow up Action, Monthly updating of Statistics including Failure Records both Failure-wise & Firm-wise.
12	Infrastructure Facilities including availability of T&Ps, Training of Supervisors & Artisans, Programming for IOH/POH, Overdue Coaches, NPOH etc. & related Correspondence.
13	Preparation of Monthly Performance Reports & Annexure of MCDO/PCDO, Monthly updating of Statistics & Compilation of all PCDOs, Compilation of under Warranty & 100 Days' Failures etc. including Technical correspondence.
14	Performance Report of Equipments, Timely Quality repair/replacement of failed equipments, Maintaining Performance data of Firms, Innovations/Improvements etc. including Technical correspondence.
15	Timely & Uniform implementation of AMCs/CMCs, Repair Contracts etc. with Monitoring. Inspection and Auditing of Failed Equipments etc. Maintenance Practices being followed by Divisions & Workshops.
16	Assist SSE/AC in preparing MCDO/PCDO, Presentations, Handouts & Handing Over Notes.

SN	CATEGORY	SCALE	G/PAY	ON ROLL
1	SSE/AC-TL	LEVEL-7	LEVEL-7	1
2	SSE/AC-TL	LEVEL-7	LEVEL-7	1

3. SECTION: POWER

1	All Technical and Policy matters, Specifications, Quality, Modifications, Maintenance Instructions, Innovations/Improvements etc. with their Monitoring & Implementation.
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2	Preparation of Presentations, Handouts/Handing Over Notes etc. and monthly updating. Annual Reports like Narrative, Administrative, Year Book etc.
3	Preparation, Monitoring & Implementation of all Action Plan Items (Power, Energy Conservation, Energy Consumption etc.), MOU, Efficiency Shield etc.
4	All matters of ESC & MSG Meetings, GM/CEE/CEGE's Conferences, Electrical Safety Week & Energy Conservation Week, POM, PREM, ZRUCC & other Meetings/Seminars/Conferences etc. including Technical correspondence.
5	All matters related to Energy Conservation Awards, Tariff etc.
6	Coordination with SSE/Drg. in scrutiny of Plan, Layout etc. related to Power etc.
7	Inspection & Auditing of implementation of Technical & Policy instructions, Check Lists, Pocket diary size Dos & Don'ts, Availability of T&Ps, Maintenance Practices being followed, Uniform Maintenance Practices etc. by Division & Workshops.
8	All Safety related matters, Electrical Accidents, Safety Action Plan, Technical/Safety Drives, Unit Exchange Spares covering Repair, Quality, Innovations/Improvements etc.
9	Monitoring of Punctuality Performance including Detentions, Failures, Unusual Occurrences etc., Analysis and monthly update of Electrical Failures of all Equipments of Divisions & Workshops, Maintain Failure records both Failure-wise & Firm-wise and Remedial measures including Technical correspondence.
10	Putting up of Daily Position Chart with Analysis, Important pending issues, Follow up action. Maintaining & Regular updating of Statements, Positions, Annexure & Registers.
11	Preparation of Highlights, MCDO, PCDO, other Monthly & Periodical Reports. Energy Audits, Implementation of Energy Auditor's recommendations.
12	Assistance required by Divisions, Workshops & Others. To assist SSE/P-I for Electrical Safety week & Energy Conservation Week.
13	All matters related to Passenger Amenities including Adarsh Stations, IT projects of UTS, CMS, TMS, COIS, FOIS, IPASS & related correspondence, ART/ARME etc.
14	Monitoring of Power supply of PRS, UTS, Running rooms, Repair/Replacement of defective Meters & Realization of Electricity bills from Outsiders & Staff quarters.
15	Infrastructure Facilities, Provision of AC in Service buildings, Quarters etc.

SN	CATEGORY	SCALE	G/PAY	ON ROLL
1	SSE/ELECT	LEVEL-7	LEVEL-7	1

4. SECTION: WORKS

1	All activities of Works Programme, M&P, RSP including RVNL (Other than RE) etc. Coordination, Monitoring & Follow up, Utilization of Funds (PH & Allocation-wise) etc.
2	Quality, Innovations/ Improvements etc. including Technical Correspondence.
3	Scrutiny & processing of EIG sanction for Electrical General Services including Construction works. SSE/Drg. to assist.
4	All matters of ESC & MSG Meetings, GM/CEE/CEGE/CESE's Conferences, POM, PREM, ZRUCC & other Meetings etc. including Technical correspondence.
5	All matters related to SOP, Tender Policy/Standardisation & SOR.
6	Monitoring & Monthly updation of Works' progress & Fund details on IRPSM.
7	Inspection & Auditing of implementation of Technical & Policy instructions, Check Lists, Pocket diary size Dos & Don'ts, Uniform Practices etc. by Divisions & Workshops.
8	All correspondence related to Budget Allotment & Funds Utilization (PH & Allocation-wise), Works Programme, M&P and RSP Programme, Out of turn allotment, Old & New Works including RVNL (Other than RE) etc., SOP, Tender & Arbitration cases.
9	Processing for creation/extension of currency of work charged Gaz./Non-Gaz. Posts.
10	Maintaining & Monthly updating of Works' Progress & Funds utilization for Demand no. 16 & Revenue works.
11	Maintaining & regular updating of Files, Marking of FR/BR, E-Dak of Letters/Documents.
12	Maintain/update position of Budget allotment & Funds utilization (Demand No.16).
13	Maintain & update position of Works' Progress on IRPSM.

SN	CATEGORY	SCALE	G/PAY	ON ROLL
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1	SSE/ELECT	LEVEL-8	LEVEL-8	1
2	JE/TRD	LEVEL-6	LEVEL-6	1
3	CH.OS/W	LEVEL-7	LEVEL-7	1

5. SECTION: STORE

1	Description Vetting, Technical Suitability of CMM, Dy.CMM, SMM, AMM level cases of TL, AC & Power Supply items (A & B Category) including Technical correspondence.
2	Regular Review of AAC of TL, AC & Power Supply items (A & B Category).
3	Prompt Reply/Clarifications to the observations in Store cases.
4	Regular Review of AAC of C Category TL & AC items.
5	Processing of all NS Demands for TL, AC and Power items.
6	Regular interaction with RDSO, RCF, ICF etc., Quality, Innovations/Improvements.
7	Inspection & Auditing of implementation of Technical & Policy instructions, Check Lists, Pocket diary size Dos & Don'ts, Uniform Practices/Stocking in Divisions & Workshops.
8	Technical Suitability of CMM, Dy.CMM, SMM, AMM level cases of TL, AC & Power Supply items (C Category) including Technical correspondence, Store Coordination Meetings (Power) including updating position.
9	Examination & Processing of all Stocking proposals for TL, AC and Power items.
10	Description Vetting of CMM, Dy.CMM, SMM, AMM level cases of TL, AC & Power items (C Category) including Technical correspondence, Store Coordination Meetings (Coaching) including updating position.
11	Regular Review of AAC of C Category Power items. Scrap Disposal of all items & Weekly updating.
12	Assistance required for Power, TL & AC items by Divisions, Workshops etc. & Weekly updating.
13	Preparing the Essentiality Certificate, PAC etc. Maintaining proper records for all NS demands received, prompt processing etc.
14	All matters related to GST.

15	Processing condemnation of all Materials and disposal thereof.
16	Maintaining Asset Register of HQ. office & Monitoring of up-keep of Asset register by Divisions.
17	Finalizing AMC, Repairs, Upkeep of Office Equipments, Vehicle, Computers, Printers etc.
18	Procurement for Consumables for HQ. Office. Preparation of monthly Statistical returns, Returns of fuels etc.

SN	CATEGORY	SCALE	G/PAY	ON ROLL
1	SSE/ELECT	LEVEL-8	LEVEL-8	1
2	JE/ELECT	LEVEL-6	LEVEL-6	1
3	OS/STORE	LEVEL-6	LEVEL-6	1

6. SECTION: GENERAL

1	Proper Upkeep, Periodical Inspection & timely Maintenance of Office Assets including Computers, Printers, T & P items, Vehicles, Asset Register etc.
2	Promptly deal cases of repair of Vehicles, Arbitration cases, M&P, T&P items received from Divisions & Workshops.
3	Maintaining all Imprests of Electrical HQ. Officers, Local purchase of petty items, Processing Indents, Co-ordination with General Administration branch.
4	All matters of Class IV Staff of Electrical HQ. office.
5	Assistance in organizing Energy Conservation Week, Safety Week, Electrical Meetings, Conferences, Seminars, Presentations etc. including Issuance of Passes.
6	Purchase of Technical books, Tea/Biscuits etc. from Entertainment allowance etc.
7	Processing for creation/extension of currency of work charged Gaz./Non-Gaz. Posts.
8	Monitoring Public Grievances, LIMBS & Case Monitoring System Portals. Processing of CPGRAMS, DAR & Swatch Bharat matters.
9	All Correspondence on Legal matters, Court Cases, RTI matters etc.

10	Collection & Compilation of Data/information from Divisions & Workshops, Link Specifications & Drawings etc. for Items being Monitored by PCEE.
11	Monitoring the compliance of all important Letters/matters/messages of Rly. Board, RDSO etc., Tracking important Files/Cases, Urgent Communications on daily basis.
12	Co-ordination with IT cell in compiling data for Energy Conservation, Efficiency Shield etc.
13	Miscellaneous works of Electrical HQ.
14	Assist SSE/P-I in organizing of Electrical Safety Week, Energy Conservation week & other Meetings, Seminars etc.
15	Monitoring the cleanliness of Electrical Deptt.
16	Maintaining all Files of Imprest, Ensuring minimum Spares for Office Assets.
17	Preparing Indents for various Office Equipments, Materials etc. and Processing, Receipt of stationary etc.
18	Assist Chief OS/General in Local purchase of Petty items, processing Indents & Other matters.
19	Receipt, Dispatch & Prompt Distribution of DAK including Files
20	Urgent DAK, Papers, Files etc. to be hand-delivered.
21	Receipt, upkeep, distribution & Maintaining record of Office Stationary.
22	Issue of all kinds of Passes/PTOs & maintaining proper Records.
23	To issue all kinds of Passes/PTOs in emergency.
24	Maintaining & regular updating of all Files, Marking of FR/BR, E-Dak of Letters/Documents.
25	All Correspondence & Follow up Action related to Non-Technical matters.
26	Monitoring of MP/MLA/CA-III and other VIP References, Passenger Complaints/Grievances including Correspondence and ensuring timely Replies for Power & energy works.
27	Inspection Notes of Officers & their Compliance in co-ordination with Others.
28	Assist SSE/P-I & SSE/P-II in all Power Supply, Energy works etc.

SN	CATEGORY	SCALE	G/PAY	ON ROLL
1	CH.OS/G	LEVEL-8	LEVEL-8	1
2	JE/DRG	LEVEL-7	LEVEL-7	1
3	OS/G	LEVEL-6	LEVEL-6	2
4	SR.CLERK	LEVEL-5	LEVEL-5	2
5	CH. TYPIST	LEVEL-7	LEVEL-7	1

7. SECTION: ESTABLISHMENT

1	All correspondence related to Rajbhasha, Staff Welfare, Mahila Samiti, Scout & Guide, Telephone & CUG matters etc.
2	Maintaining and monthly updating of Cadre Position of Non-Gaz. Staff and Policy Circulars on Establishment matters.
3	Issue of Pay orders. Assisting Chief OS/Estt. in all Establishment matters.
4	Maintaining/updating the position of Budget allotment and Funds utilization (Revenue).
5	Dealing with Office Imprests, payment of all kind of Bills of Electrical Deptt.
6	Duty List and Promotion/Deputation of Gaz. Officers & Non-Gazetted Staff.
7	Correspondence regarding various Awards, Man of the Month, Manpower Planning, Work Study Reports, Training Of Gaz. Officers, Supervisors & Artisans etc. Creation/Extension/Surrender of work-charged Gaz./Non-Gaz.posts.
8	Maintaining & monthly updation of RRB/RRC Indent position and Follow up action.
9	Monitoring & updating of Assistance Required by Divisions & Workshops, Daily movement of Files/Cases, Ensuring Prompt Disposal of Urgent DAK, Papers, Files etc.
10	All correspondence related to Advances, Movable/Immovable property and Other matters related to Transfer, Posting of Non-Gaz staff.

11	Framing replies of PNMs, PREM, ZRUCC & all Representations of Unions & Associations.
12	Framing replies of Inspection Notes of CRB, Board's Members & Additional Members, GMs & PHODs in co-ordination with others.
13	All correspondence related to Salary & other Bills, Leave Record of Gaz. Officers & Non-Gaz. Staff.
14	All correspondence related to DAR/SPE/Vigilance cases, Staff Grievances etc.
15	All matters related to Audit & Account Inspections, Review of Staff strength (Non-Gaz.) and Work Study Reports.

SN	CATEGORY	SCALE	G/PAY	ON ROLL
1	CH.OS/E	LEVEL-7	LEVEL-7	1
2	OS/G	LEVEL-6	LEVEL-6	1

8. SECTION: CTA TO PCEE- VACANT (SR.CLERK)

1	Accompanying PCEE during Inspections, Meetings, Other visits & Issue of Inspection Notes & Compliance.
2	Monthly Updating of Folders, Meeting/Seminar Papers etc., Technical Inputs to PCEE.
3	Critical Analysis of TL, AC, Power, RE etc. Failures in co-ordination with SSE In-charges, Long term Remedial Measures, Quality, Innovations/Improvements etc.
4	Inspection & Auditing of Uniform implementation of all Technical & Policy Circulars, AMCs/CMCs.
5	Action Plan, MOU, Check Lists, Pocket diary size Dos & Don'ts, Availability of T&Ps, Training etc. in Divisions & Workshops.

SN	CATEGORY	SCALE	G/PAY	ON ROLL
1	SR.CLERK	LEVEL-5	LEVEL-5	1

9. SECTION: DRAWING

1	Maintaining & Updating of all Track Crossings' status (pre & post construction/modification) on fortnightly basis in Registers, Statements etc.
2	Maintaining & Regular Updating of Policy Circulars including Manuals, Modification, Maintenance Instructions, Specifications, Library books etc.
3	All works related to IT including adequacy, updating Software/Website etc. Regular interaction with IT cell, Preparing/Maintaining Hand-outs.
4	Maintaining working of Computers/Printers/UPS including procurement of Cartridges etc. in Electrical HQ. office in co-ordination with Chief OS/General.
5	Assist SSE/Drawing-I in all matters.
6	Assist SSE/Drg.-I, II & SSE/TRD in all matters related to Plans, Drawings including scrutiny, giving priority to Railway Electrification items.
7	Maintaining & Regular Updating of Policy Circulars including Manuals, Modifications, Maintenance Instructions, Specifications, Library books etc. pertaining to Traction Distribution.
8	Assist SSE/TRD in all Other matters.

SN	CATEGORY	SCALE	G/PAY	ON ROLL
1	SSE/DRG	LEVEL-8	LEVEL-8	1
2	JE/DRG	LEVEL-7	LEVEL-7	1

10. SECTION: CONFIDENTIAL

ATTACHED TO CONCERNED OFFICER.

SN	CATEGORY	SCALE	G/PAY	ON ROLL
1	PS-II	LEVEL-8	LEVEL-8	1
2	STENO-I	-	-	0
3	STENO-III	LEVEL-4	LEVEL-4	1

Staff position of Dy CEE/PS/MLG

SN	CATEGORY	BOS AS ON 01/04/20	POSP AS ON 31-08-20	PRESENT SANCTION	ON ROLL	VACANCY
1	CH.OS	5	0	5	3	2
2	OS	11	6	5	5	0
3	SR.CLERK	2	1	1	3	-2
4	JR.CLERK	2	1	1	0	1
5	CH. TYPIST	1	0	1	1	0
6	PS-II	1	0	1	1	0
7	STENO-I	2	0	2	0	2
8	STENO-III	1	0	1	1	0
9	SSE/ELECT	7	0	7	5	2
10	SSE/DRG	2	0	2	1	1
11	SSE/TRD	1	0	2**	2	0
12	JE/ELECT/TRD	1	0	1	0	1
13	JE/ELECT	2	0	2	2	0
14	JE/DRG	2	0	2	2	0
SUB-TOTAL		40	8	33	26	7
15	MCM/DRIVER	1	0	1	1	0
16	M/DRIVER -I	2	0	2	0	2
17	GEN. ASSTT.(R/S)	0	0	0	0	0
18	E/PEON	4	0	4	2	2
19	GEN. ASSTT.(J/PEON)	5	2	3	3	0
20	GEN. ASSTT.(PEON)	2	0	2	2	0
21	ASSTT.(TL/AC)	1	0	1	1	0
TOTAL		55	10	46**	35	11

**1 (ONE) SSE/TRD POST PERMANENT TRANSFER TO HQ.

CHAPTER-III

3.0 CRITICAL ANALYSIS OF EXISTING WORKLOAD AND STAFF REQUIREMENTS:

3.1 REQUIREMENT OF STAFF :- (Ref. Para 2.0 of chapter II)

➤ WORK LOAD OF STENO- I:

This category is attached with Officer for taking dictation for typing important letters. He also look after the Officer's on duty movement, programme of emergency duty, Air Ticket arrangement etc. But now a days this job is accomplished by PS of that concerned officer with the help of on line booking and internet service which is readily available at each & every section. Hence, this category has no any vital utility.

The present sanction strength of **Steno I is 02 and all posts are vacant. The present incumbency of Steno-III is 01 No, who can be promoted to Steno-I. Hence, considering this 01 vacant post of Steno-I easily can be surrendered & deleted from BOS without affecting the promotional avenue.**

SN	Group C Category	Level	Sanction	On Roll	Vacancy	Proposed BOS	Proposed Surrender
1	Steno-I	L/6	02	Nil	02	01	01
		Total	02	Nil	02	01	01

Motor 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 Gr-I is 02 & both the posts are vacant . The vehicles are operating under Dy. CEE/PS/MLG is contractual.

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 02 vacant post of Motor Driver Gr - I is recommended for surrender.

In view of the above the work study team identified 02 Nos. vacant post of Motor driver as surplus and BOS may be corrected.

SN	Group C Category	Level	Sanction	On Roll	Vacancy	Proposed BOS	Proposed Surrender
1	Motor Driver-I	L/5	02	Nil	02	Nil	02
		Total	02	Nil	02	Nil	02

CHAPTER-IV

4.0 PROPOSED & SURPLUS STAFF:

As discussed in critical analysis in para-3 of Chapter- III, the proposed BOS and proposed surplus staff for the Ministerial category earmarked for surrender are tabulated below:

SN	CATEGORY	LEVEL	SAN CTION	ON ROL L	VACAN CY	PROPOS ED BOS	PROPOSE D SURRENDER
1.	Steno-I	L-6	02	0	02	01	01
2.	M Driver-I	L-5	02	0	02	0	02
		Total	99	48	51	66	33

Total Proposed surrender of Ministerial category under Dy. CEE/PS/HQ/MLG office is identified as 03 Nos.

CHAPTER-V

5.0 RECOMMENDATION:

After critical examination of the workload and activities for the ministerial category under Dy. CEE/PS/HQ/MLG office a total **03 Nos posts** (Viz.**01 No of Steno-I, & 02 Nos. of Motor Driver-I**) are surplus, 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	NAME OF POST	PAY LEVEL	MEAN PAY	DA 17 %	VALUE PER MONTH	NO. OF POSTS	VALUE PER ANNUM
1	Steno-I	L-6 GP 4200	73900	12563/-	86463/-	01	01X 12 X 86463/- = 1037556/-
2	M Driver-I	L-5 GP 2800	60750	10327	71077/-	02	02X 12X 71077/- =1705848/-
Total						03	27,43,404/-

Total surplus = 03 posts

Projected Recurring saving / annum =Rs.27.43 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/-
