



WORK STUDY
ON
REVIEW OF MINISTERIAL STAFF UNDER SR.DEN/C/TSK OF TINSUKIA DIVISION

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STUDY NO. WSNF/08/2020 -21

CASE NO. Z/375/10/08/2020 -21

CENTRAL PLANNING ORGANISATION

N. F. RAILWAY/MALIGAON

GUWAHATI – 781011

EXECUTIVE SUMMARY

SUBJECT : Work study on “ Review of Ministerial staff under Sr DEN/C/TSK of TSK Division”.

STUDY NO : **WSNF/08/2020 -21**

CASE NO : **Z/375/10/08/2020 -21**

AUTHORITY : **SDGM/N.F.R.**

CONCERN DIV. : **TINSUKIA**

DEPARTMENT : **ENGINEERING**

DATE OF COMMENCEMENT : **28/04/2020**

DATE OF COMPLETION : **01/05/2020**

DATE OF SUBMISSION : **01/05/2020**

TERMS OF REFERENCE:

Approved annual Programme of Work Study.

NOS. OF RECOMMENDATION: 1(One)

The study team has identified 8 nos of vacant posts of different categories (Ch OS/G- 2, OS/G-3, Ch. Typist -1 Hd. Typist - & Sr. Typist - 1) as surplus and proposed for surrender, which may be deleted from the BOS.

PROJECTED FINANCIAL SAVING: 58.32 Lakh/Annum.

PROJECTED MAN POWER: **8 Posts.**

MONTH AND YEAR OF CIRCULATION: **MAY/2020**

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CHAPTER – I

1.0. INTRODUCTION:

The Railway administration has to make the best use of its resources including manpower keeping them at the optimum level to attain the financial viability, taking into consideration to this objectives, The Railway Board has emphasized to take up review of staff strength of various departments in the Railway. In pursuance of this policy of Railway Board, the central planning Organisation of N.F.Railway/ Maligaon has conducted this work study on “Review of Ministerial staff of P-Way under Sr DEN/TSK of TSK Division”

2.0. ACKNOWLEDEMENT :

Work study team is grateful to Shri P. Kumar, Sr.DEN/C/TSK for his kind guidance and co-operation for conducting this study. The work study team is also thankful to Shri S.S. Sarkar, DEN/G/TSK and Shri A. Chakraborty, Ch.OS/Sr.DEN Office/TSK for his assistance rendered to the Work Study team for conducting the work study.

3.0 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 (out put / input) either by improving the output (numerator) or by decreasing the input (denominator).
- Upgradation / introduction of automation / Innovations.
- Outsourcing of non core activity.
- Availability of better process/ technology.
- Reducing/ removing redundancy in work.

4.0. TERMS OF REFERENCE :

Approved annual work study programme.

5.0. METHODOLOGY:

a) Discussion with Sr.DEN/C/TSK & the nominated Sr.Subordinate

During field work, discussion was done with regarding the work study and Shri P.Kumar, Sr.DEN/TSK had nominated Shri S.S. Sarkar, DEN/G/TSK and Shri A. Chakraborty, Ch.OS/TSK for the study team, which is placed as Annex-I .

b) Collection of data relating to workload

The required data is collected from Sr.DPO/IC/TSK Office, and other data was collected from the nominated representative of P-Way . Department and Personnel Branch of TSK Division.

CHAPTER-II

SUMMARY OF WORK LOAD

2.1. Ministerial Staff

Duties of Ministerial staff is to maintain different work's registers , drafting of letter as per advice of superior. To keep update the staff position and store materials by following the Rules and codes, etc.

2.2. Ch.OS.

The Ch OS is the overall in-charge .He should deal with :

Hiring of Road vehicle file both for Sr DEN/C/TSK & Control emergency duty, AMC for fire extinguisher, TR/Budget Office Imprest, One time imprest, Management and policies file, Inspection files , Monitoring from concerned dealers, Audit matters ,Accounts Audit and Accounts inspection notes & disposal of letters, PNM items and replies, Cleanliness of Station, trains running including Coaching position, Reply of train detention & Miscellaneous matters IRTTC agenda items and part of MCDO.

2.3. OS

OS is nominated for following works :

Complete TG section Goods loading and unloading purpose, Rail Road co-efficient, Comparative position of operating statistics, Telephone/CUG phones ,supply of uniform & dealing with fire Extinguishers, train running section which includes punctuality, detail position of detention of trains, equipment failure year wise ,part of MCDO and engineering restriction position .He has been instructed to be associated with the new project of assets register implementation at all stations , Sr DEN/C/TSK office and control office guided by Ch OS, D&AR section which including absent and other cases except accident , Machine block Engineering restriction matter & and preparation of suspension/ revocation and charge sheet.

2.4. Sr Clerk

Duties of Sr Clerk are as follows :

TR/Budget section, Assets register of office station, Control Office, Uniform Matter including safety equipment matters.

2.5. Jr Clerk

Duties of Jr Clerk are as follows:

Presently working in TR/Goods section, GTR section and supervising in receipt and dispatch section as there is no clerical staff deputed in the section due to shortage of staff proposed to be retained in the same section

2.6. Typist

The duties of a typist is to type the letter by type writer as advised by superior. Now-a-days, type writer are obsolete as replaced by computer and printer and typist are utilized to work with computer.

2.3. STAFF POSITION OF MINISTERIAL CATEGOIRES AND TYPIST UNDER Sr.DEN/TSK OF TINSUKIA DIVISION AS PER BOS

S N	CATEGORY	SCALE	G/PAY	BOS	ON ROLL	VACANCY
1	Ch.OS/G	9300-34800	4600	13	8	+5
2	OS/G	9300-34800	4600	35	29	+6
3	Sr. Clerk/G	5200-20200	2800	7	9	-2
4	Jr. Clerk/G	9300-34800	4200	2	4	-2
5	Ch.Typist	9300-34800	4200	1	Nil	1
6	Hd.Typist	5200-20200	2800	1	Nil	1
7	Sr.Typist	5200-20200	2400	1	Nil	1
TOTAL				60	50	10

CHAPTER -III

CRITICAL ANALYSIS OF EXISTING WORK LOAD AND STAFF REQUIREMENTS :

3.1. The activities and work load involved against Ministerial staff are already discussed in Chapter-II.

3.2. Redundancy of Work load Ministerial Staff due to introduction of P.Cs and working softwares.

Computerization of offices by providing P.Cs and Printers, has reduced the work load of ministerial staff and as per recent guidelines the ministerial categories are earmarked as diminishing category .

3.3 SUMMARY OF PROPOSED SURPLUS STAFF UNDER SR.DEN/C/TSK

TINSUKIA DIVISION

S N	CATEGORY	SCALE	G/PAY	BOS	ON ROLL	VACANCY	IDENTIFIED SURPLUS	JUSTIFICATION
1	Ch.OS/G	9300-34800	4600	13	8	+5	2	Ministerial categories are earmarked as diminishing category vide GM(P)/MLG's letter no- E-59/III 4(C) Pt-V –B Dt-16/10/2000 (Placed as Annex-2
2	OS/G	9300-34800	4600	35	29	+6	3	
3	Sr. Clerk/G	5200-20200	2800	7	9	-2		
4	Jr. Clerk/G	9300-34800	4200	2	4	-2		
5	Ch.Typist	9300-34800	4200	1	Nil	1	1	
6	Hd.Typist	5200-20200	2800	1	Nil	1	1	
7	Sr.Typist	5200-20200	2400	1	Nil	1	1	
TOTAL				60	50	+10	8	

3.4. As discussed in above para 3.5, the study team observed that 8 nos of vacant posts of different categories (Ch OS/G-2, OS/G-3, Ch.Typist -1 Hd.Typist -1 & Sr.Typist-1) are identified as surplus and proposed for surrender.

CHAPTER-IV

RECOMMENDATION

The study team has identified 8 nos of vacant posts of different categories (Ch OS/G- 2, OS/G-3, Ch.Typist -1 Hd.Typist -1 & Sr.Typist - 1) as surplus and proposed for surrender, which may be deleted from the working BOS.

CHAPTER-V

FINANCIAL IMPLICATION

EXPENDITURE / FINANCIAL SAVINGS PER ANNUM

5.0. The calculation of total expenditure Grade-wise is furnished below-

SN	Category	Pay Band	G/Pay	Basic Pay in Rs	Revised Pay as per 7 th CPC	Salary per annum in INR	Nos of posts proposed for surrender	Total amount in Rs
1	Ch.OS/G	9300-34800	4600	26,450	67,972	8,15,664	2	16,31,328
2	OS/G	9300-34800	4600	26,450	67,972	8,15,664	3	24,46,992
3	Ch.Typist.	9300-34800	4200	26,250	67,462	8,09,550	1	8,09,550
4	Hd Typist	5200-20200	2800	15,500	39,835	4,78,020	1	4,78,020
5	Sr Typist	5200-20200	2400	15100	38807	4,65,684	1	4,65,684
						TOTAL	8	58,31,574 Say 58.32 Lakhs/Annum

5.1. PROJECTED FINANCIAL SAVINGS PER ANNUM

If the recommendation of this study be implemented, the financial savings per annum will be Rs. 58.32 Lakhs (say) per annum.

CHAPTER - VI

6.0. READY RECKONER

Pay Band	Mean pay	GP	Basic Pay in Rs	M.F. of 7 th CPC(2.57) & revised Pay	Salary per annum in INR
9300-34800	22,050	4600	26,450	67,972	8,15,664
9300-34800	22,050	4200	26,250	67,462	8,09,550
5200-20200	12,700	2800	15,500	39,835	4,78,020
5200-20200	12,700	2400	15,100	38,807	4,65,684
5200-20200	12,700	2000	14,700	37,779	4,53,348
5200-20200	12,700	1900	14,600	37,522	4,50,264
5200-20200	12,700	1800	14,500	37,265	4,47,180