

NORTHEAST FRONTIER RAILWAY



**WORK STUDY REPORT ON
REVIEW OF STAFF STRENGTH OF GENRAL
ADMINSTRATION/MLG/HQ (GM, AGM & DGM/G's
OFFICE) OF N.F. RAILWAY**

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STUDY NO. WSNF/32/2020-21

CASE NO. Z/375/10/32/20-21

CENTRAL PLANNING ORGANISATION

N. F. RAILWAY/MALIGAON

GUWAHATI - 781011.

EXECUTIVE SUMMARY

**SUBJECT: REVIEW OF STAFF STRENGTH OF GENRAL
ADMINSTRATION/MLG/HQ (GM, AGM & DGM/G's
OFFICE) OF N.F. RAILWAY**

STUDY NO: WSNF/32/20-21 **CASE NO:** Z/375/10/32/20-21

AUTHORITY: SDGM of N.F.Railway.

CONCERN OFFICE: GEN ADMIN/MLG'S OFFICE

DEPARTMENT: MANAGING

TERMS OF REFERENCE: To assess the requirements of Staff Strength of General Administration/HQ/MLG (GM, AGM & DGM/G's office Under SDGM/MLG

NO. OF RECOMMENDATION: One

After critical examination of the workload and activities a total **23Nos posts** (Viz.05 Nos of OS, 02 Nos. Sr. Clerk, 01 Nos. of Jr. Clerk, 02 Supdt Typist, 02 No. Chief Typist, 02 Steno-I, 01 No JE, 02 Nos. M/Driver-I, 01 Receptionist, 01 Jr R/Sorter, 01 Jdr Peon, 01 No. Farash, 01No. Comp Insp & 01 G/Operator) of **GM, AGM & DGM/G's/MLG office** are surplus under **SDGM/MLG**, which may be surrendered and the BOS may be corrected accordingly.

PROJECTED MAN POWER SAVINGS: 23 Nos.

PROJECTED FINANCIAL SAVING: Rs. 197.20 Lakh per annum.

MONTH AND YEAR OF CIRCULATION: June 2020

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CHAPTER - I

1.0 INTRODUCTION:

The **Northeast Frontier Railway** (abbreviated **NFR**), is one of the 18 **railway** zones in India. Headquartered in Maligaon, Guwahati in the state of Assam started functioning since 1958. Northeast Frontier Railway has Five Divisions namely, Tinsukia, Lumding, Rangiya, Alipurduar & Katihar & at field level these Divisions are directly responsible for Train operations and reports to General Manager. Each of these Divisions is headed by Divisional Railway Manager, a Senior Administrative Grade officer of the rank of Joint Secretary to Government of India.

Operational Area

The area of Northeast Frontier Railway operations is characterized by exceptional beauty and at the same time by some of the most arduous terrain. This difficult terrain limits the rail network expansion, and the only state with a decent rail network is Assam. The network is not broad gauge in many parts and the rail lines are antiquated with speeds at some sections being limited to a maximum of 30 km/h (19 mph). Before the Saraighat Bridge was constructed, passengers had to get down on the Amingaon side of the Brahmaputra and take a ferry across to Pandu Junction from where they could resume their journey. The majority of the tracks have been converted to BG and electrification is in process starting from Katihar till Guwahati.

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 Staff Strength of General Administration/HQ/MLG (GM, AGM & DGM/G's office Under SDGM/MLG

1.4 METHODOLOGY:

- a) Collection of data relating to workload.
- b) Discussion with DGM(G), Dy. Secy to GM, PPS to GM, Secy to AGM, Efficiency Officer & Subordinates of concerned departments for 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 B.B. Pandey, DGM(G), Shri K.Goon, Dy Secy to GM, Shri Rajaram Rajak, PPS to GM** for their kind guidance and co-operation for conducting this study.

CHAPTER-II

2.0 SUMMARY OF WORK LOAD

GM Secretariat :

SN	Name of staff	Desig	Allotted work	Remarks
1	Smt. Turbak Ali	Ch.OS	Motor Vehicle Section & other allotted work by Dy, Secy to GM	Cancer Patient, On Medical leave since 20 Aug 2019 & Retiring on Dec 2021
2	<ul style="list-style-type: none"> Sri K. Banerjee Sri LR Das Saha Sri G Kalita Sri A Dey Smt Devojani Borah Das Sri B Singh Sri N Das Smt M Boro 	OS	Deals with allotment of ORH, SRH, Central Receive & Despatch through E-Office, Motor Vehicle section	
3	<ul style="list-style-type: none"> Sri S Symon Sri B Das 	PS-II	Dealing with APARS, MCDO & all other confidential Misc. job under guidance of PPS to GM	
4	<ul style="list-style-type: none"> Md. A Murtaza Sri R.S.Kumar at NDLS 	PI	To perform protocol duties assigned by DGM & Secy. to GM time to time	
5	<ul style="list-style-type: none"> Sri N Roy Sri S Singh 	Steno-III	Provide stenographic assistance to GM and Dy. Secy to GM	
6	<ul style="list-style-type: none"> Sri PC Das Sri PC Boro 	Sr Tech/Driver	With GM Vehicle duty	
7	<ul style="list-style-type: none"> Sri M Choudhury Sri U Rajash Md S Alam Sri B Das Boro SriA Bahadur 	M Driver-I M Driver-II M Driver-II M Driver-III M Driver-III	With Secy. to GM, Escort duty & Misc vehicle duty	

	• Sri B Rabha	M Driver-III		
8	• Sri M Demllu • Sri K Basfore	Dak Courier	Receive & despatch of DAK from Railway Board (NR)	
9	• Sri K Paswan • Sri RN Rao	Sr R/Sorter	Working as office assistant	Retiring on 30/06/2020
10	• Smt S Nandi • Smt R Das • Smt T Deka • Sri T Kamaiah • Sri KK Roy	Peon	Working as office assistant	
11	• Sri S Das • Sri P Rabha • SriP Basak • Sri R Roy • Sri S Basfore	Jdr Peon	Working as office assistant	
12	• Sri DK Tomar • Sri VK Kanojia • Sri KM Das	E/peon	Engaged in bungalow duties.	
13	• Sri P Kamaya	Khalasi	Working as office assistant	

AGM Secretariat:

SN	Name of staff	Desig	Allotted work	Remarks
1	Sri S Chakraborty	Steno	Provide stenographic assistance to AGM .	
2	Sri VK Raikwar	E/Peon	Engaged in bungalow duties.	
3	Sri AK Lama	Jr R/Sorter	Working as office assistant	
4	Sri MK Rao	Khalasi	Working as office assistant	

DGM (G):

SN	Name of staff	Desig	Allotted work	Remarks
1	• Md Mujeev G • Sri PK Choudhury • Md Mir Hussain • Smt Bhanun Thapa	Ch.OS	• Representation of MP/MLA related to GM& Tender of Vehicle. • ZRUCC & Meeting Parliamentary Business • Stores & Imprest • Housing, Qtr allotment, HRA, retention of Qtr after retirement, allotment of Qtr to next of kin	
2	• Smt P Narzary • Sri Surajit Burman • Sri C Mitra • Sri S Dey	OS	• Meeting section • Allotment of bungalow/transit to officers, HRA, Railway Board, GM, AGM, SDGM award, E-office • RTI Cell • RTI Cell	
3	• Smt M.Bharali	Jr Clerk	Under training	
4	• Smt M Begum	Ch Typist	Attached to DGM/G	
5	• Sri Kharbongaur	Sr R/sorter	Working as office assistant	
6	• Sri NA Rao	Peon	Attached to DGM/G	

	<ul style="list-style-type: none"> Sri PKN Choudhury Sri K Rajbonshi 	Peon Peon	Attached to DGM/G Attached to SDGM	
5	<ul style="list-style-type: none"> Sri Prakash Rao Sri Ajit Haru 	E/Peon	Attached to DGM/G Attached to SDGM	
6	<ul style="list-style-type: none"> Sri Sushanta Das 	Steno-I	Provide stenographic assistance to DGM/G .	
7	<ul style="list-style-type: none"> Sri Biplab Choudhury 	Sr. CDI	Engaged in Civil defence duties	

CHAPTER-III

3.0 CRITICAL ANALYSIS OF EXISTING WORKLOAD AND STAFF REQUIREMENTS:

3.1 GM Secretariat:

- DGM & Secy. to GM is overall in-charge of this section.
- Dy. Secy. to assist Secy to GM & looks after allotment of ORH & SRH, GM Conference, Committee room, Central Receive & Despatch & sending Dak through E-Office, Motor Vehicle Section. In this section 04 Nos of OS and 08 Nos of Peon are deployed to assist Dy Secy for operating CR section.
- In Motor vehicle section 01 No. OS is working to look after booking of Motor vehicles for GM, Secy to GM & also misc movments.
- Dy. Secy. to GM suggested that 01 No. of Ch OS is essential as presently the Ch OS is suffering from Cancer disease and his chances of joining for the duties is very dim.
- PPS to GM looks after APAR of all officers of NF Railway, MCDOs & all other confidential & Misc job. He is being assisted by two Nos PS-II
- In Protocol section, 02PIs are deployed at HQ & NDLS to perform all protocol duties allotted by GM/NFR.

AGM Secretariat:

- This section is entrusted to deal with public grievance, MCDO, KPI, Punctuality, ESP,MP & MLA representation, DHR- nodal officer AGM, Legal Cell, CPRO, Video conferencing with CRB, MR visit, Parliamentary Committee, Rajbhasa- Nodal officer AGM, COVID-19- nodal officer AGM.

DGM/G:

- This section deals with Parliamentary business, ZRUCC, PREM meeting, allotment of Quarter, Bungalow, Transit bungalow, HRA, post retirement allotment of Quarter to next of kin ,Requisition of Motor vehicle, Railway Board award, GM/AGM/SDGM award, E-office admin, SOP & Arbitration, GM tender vehicle, MP & MLA representation, RTI cell, Central Receive & Despatch section

Proposed BOS and surplus of staff of GM Secretariat, AG./M secretariat & DGM (G) office:

SN	CATEGORY	LEVEL	SANCTION	ON ROLL	VACANCY	PROPOSED BOS	PROPOSED SURRENDER
1.	Ch OS	7	08	05	03	08	Nil
2.	OS	6	20	13	07	15	05
3.	Sr. Clerk	5	04	0	04	02	02
4.	Jr.Clerk	2	04	02	02	03	01
5	Supdt Typist	7	02	0	02	0	02
5.	Chief Typist	6	3	1	02	01	02
6	PS-II	7	03	02	01	03	0
7	Steno-I	6	4	02	02	02	02
8	Steno-III	4	4	02	02	04	0
9	JE	6	1	0	1	0	01
7.	M/Driver-I	5	5	01	04	03	02
8	M/Driver-II	4	3	02	01	03	0
9	M/Driver-III	2	03	03	0	03	0
10.	Receptionist	5	1	0	1	0	01
11	Sr R/Sorter	1	3	3	0	03	0
12	Jr R/Sorter	1	2	1	1	01	01
13	Jd Peon	1	8	7	1	7	01
14	Farash	1	1	0	1	0	01
15	Duftry	1	1	0	1	1	0
16	Peon	1	5	6	0	5	Excess 01
17	E/Peon	1	7	6	01	07	0
18	Computer Insp	6	1	0	01	0	01
19	Khalasi	1	2	2	0	02	0
20	G/Opr	2	1	0	1	0	1
21	Dak Courier	1	2	2	0	2	0
22	Protocol Insp	7	1	2	0	1	Excess 01
		Total	99	62	37	76	23

CH OS WORK LOAD:

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 at this office. He also monitor the audit cases, Pension cases, MACP of staff, Maintenance of P/Case & deal with court cases of this office of N.F.Railway .

The present sanction strength of Ch OS is 08. **The on roll strength 05 & for 03 vacant posts suitability done.** Hence, surrender of proposal cannot be initiated for this category.

OS/G WORK LOAD:

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 at this office. He also monitor the audit cases, Pension cases, MACP of staff, Maintenance of P/Case & deal with court cases of this office of N.F.Railway .

Against the sanctioned strength of 20 Nos of OS/G posts, presently this office is running with 13 Nos. of OS/G and keeping 07 Nos. of post vacant.

On going through the detail position of this category, the study team opined that **05 Nos. of OS/G post is surplus & may be recommended for surrender & 02 Nos. of OS post kept aside for future promotion.**

SR. CLERK WORK LOAD:

The Sr Clerk is entrusted to work with staff establishment matters such as promotion, training, salary & wages maintains of personal record, issue of passes & PTOs and settlement of payment & other dues.

Against the sanctioned strength of 04 Nos of Senior clerk posts & all are vacant. The present incumbency of Jr Clerk is 02 (can be promoted to Sr Clerk) so, the BOS recommended for Sr Clerk is 02. Considering the promotional avenue, **02 vacant posts of Sr Clerk can be easily surrendered.**

JR. CLERK WORK LOAD:

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

Against the sanctioned strength of 04 Nos of Junior clerk posts, presently this offices are running with 02 Jr. Clerk and keeping 02 Nos. of post vacant. Therefore, work study team proposed BOS as 03 Nos. (keeping DP Quota intact) .Hence, the study team opined that **01 No. of junior clerk post is surplus & may be recommended for surrender.**

WORK LOAD OF SUPDT TYPIST & CHIEF TYPIST:

This category is engaged for typing job but now a day all typing job are made through Computer, which is readily available at each & every section. Hence, this category has no any vital utility. **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.**

- The present sanction strength of Chief Typist is 03 and 01 post is manned. The 02 posts which are **vacant can be easily surrender & deleted from BOS.**
- The present sanction strength of Supdt Typist is 02 and all are vacant. The 02 posts which are **vacant can be easily surrender & deleted from BOS.**

WORK LOAD OF STENO-I:

Provide stenographic assistance to Officers & engaged with all official work, The present sanction strength of Steno-I is 04 and 02 posts are vacant. The 02 **vacant posts of STENO-I can be surrendered & deleted from BOS.**

WORK LOAD OF JE:

This post brought from PCE/MLG, when Sr SE Sri RK Banik came to RTI cell with his post. After retirement the post is lying vacant. Hence, this vacant post of JE, **can be surrendered & deleted from BOS.**

WORK LOAD OF M/Driver-I:

The Motor drivers are engaged with the work of pick up and dropping of officers and other dignitaries from residence to office & back including official duty with office vehicle. Now-a-days mostly all government vehicles are outsourced and there is little scope to appoint a new Motor Driver. Hence the vacant posts of M/driver easily can be surrender.

At present the total Sanctioned staff strength of Motor Driver is 05 and on roll strength is 01 and keeping 04 posts vacant.

Therefore, 02 vacant post of M/Driver-I is recommended for surrender

WORK LOAD OF RECEPTIONIST:

This category is employed to receive outsiders in connection with the visit made to HQ complex. Now a days this HQ complex does not have facility of such activity & lying vacant since long. Hence, this vacant post of Receptionist **can be surrendered & deleted from BOS.**

WORK LOAD OF JR RECORD SORTER:

This category is employed to assist the OS/Sr clerk for maintaining office day to day working. They are employed to keep the vital record of official documents in proper manner & exhibit the same as and when it is required. The same is being done by any Gr. C or Gr. D staff. Hence, this category has no any vital requirement. Moreover, this category of R/Sorter **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.**

- The present sanction strength of Jr Record sorter is 02 and 01 post is manned. The 01 post which is **vacant can be easily surrender & deleted from BOS.**

WORK LOAD OF JDR PEON:

This category is employed to look after the cleaning activity in office premises & now a days this is done by Janitor/HQ through contractor agency. Hence, this category having no viable importance and may be easily surrendered.

The sanctioned strength of this category is 08 and 01 posts is 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.**

Therefore, 01 vacant post of JDR Peon is recommended for surrender.

WORK LOAD OF FARASH:

This category is the assistance category and similar to the work load of duty Jamader. The sanctioned strength of this category 01 No. & lying vacant since long and having no specific work load. Moreover, this is a diminishing category vide GM/P/MLG's Letter no. E/59/III 4(C) Pt. V-B, Dtd. 16th Oct. 2000.

Therefore, 01 vacant post of Farash is recommended for surrender.

WORK LOAD OF COMP INSP:

The post of Comp Insp is now obsolete and no incumbency against this post since long. Mostly computer related work is done by individual section also all are computer literate. Presently this category has no viable importance. The sanctioned strength is 01 and vacant which can **be surrendered & deleted from BOS.**

WORK LOAD OF G/OPERATOR:

This category is engaged for cyclostyle job manually but now a days this job is accomplished by Xerox/PC, which is readily available at each & every section. Hence, this category has no any vital utility. The present sanction strength of **G/Operator** 01 and **vacant since long, hence this post can be easily surrender & deleted from BOS.**

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 **General Admin/Maligaon/HQ** are tabulated below:

SUMMARISED STRENGTH OF GENERAL ADMIN/MALIGAON HQ **WITH ON ROLL & PROPOSED SURRENDER**

SN	CATEGORY	LEVEL	SANCTION	ON ROLL	VACANCY	PROPOSED BOS	PROPOSED SURRENDER
1.	Ch OS	7	08	05	03	08	Nil
2.	OS	6	20	13	07	15	05
3.	Sr. Clerk	5	04	0	04	02	02
4.	Jr.Clerk	2	04	02	02	03	01
5	Supdt Typist	7	02	0	02	0	02
5.	Chief Typist	6	3	1	02	01	02
6	PS-II	7	03	02	01	03	0
7	Steno-I	6	4	02	0	02	02
8	Steno-III	4	4	02	02	04	0
9	JE	6	1	0	1	0	01

7.	M/Driver-I	5	5	01	04	03	02
8	M/Driver-II	4	3	02	01	03	0
9	M/Driver-III	2	03	03	0	03	0
10.	Receptionist	5	1	0	1	0	01
11	Sr R/Sorter	1	3	3	0	03	0
12	Jr R/Sorter	1	2	1	1	01	01
13	Jd Peon	1	8	7	1	7	01
14	Farash	1	1	0	1	0	01
15	Duftry	1	1	0	1	1	0
16	Peon	1	5	6	0	5	Excess 01
17	E/Peon	1	7	6	01	07	0
18	Computer Insp	6	1	0	01	0	01
19	Khalasi	1	2	2	0	02	0
20	G/Opr	2	1	0	1	0	1
21	Dak Courier	1	2	2	0	2	0
22	Protocol Insp	7	1	2	0	1	Excess 01
		Total	99	62	37	76	23

Total Proposed surrender under GM, AGM & DGM/G's/MLG office identified as 23 Nos.

CHAPTER-V

RECOMMENDATION:

5.0 After critical examination of the workload and activities a total **23Nos posts** (Viz.05 Nos of OS, 02 Nos. Sr. Clerk, 01 Nos. of Jr. Clerk, 02 Supdt Typist, 02 No. Chief Typist, 02 Steno-I, 01 No JE, 02 Nos. M/Driver-I, 01 Receptionist, 01 Jr R/Sorter, 01 Jdr Peon, 01 No. Farash, 01No. Comp Insp & 01 G/Operator) of **GM, AGM & DGM/G's/MLG office** are surplus under **SDGM/MLG**, 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	OS	L/6	73900	12563/	86463/-	05	05 X12 X 86463/-= 51,87,780/-
2	Sr. Clerk	L/5	60750	10327	71077/-	02	04X 12X 71077/-=34,11,696/-
3	Jr.Clerk	L/2	41550	7063/-	48613/-	01	04 X 12X48613/-= 23,33,424/-

5	Supdt Typist	L/7	93650	15920/-	109570/-	02	02X12X109570/-=26,29,680/-
4	Chief Typist	L/6	73900	12563/-	86463/-	02	02 X 12 X 86463/- =20,75,112/-
17	Steno-I	L/6	73900	12563/-	86463/-	02	02 X 12 X 86463/- = 20,75,112/-
18	JE	L/6	73900	12563/-	86463/-	01	1037556/-
26	M Driver-I	L/5	60750	10327	71077/-	02	02X 12X71077= 17,05,848/-
19	Receptionist	L/5	60750	10327	71077/-	01	852924/-
8	Jr R/Sorter	L/1	37450	6366/-	43816/-	01	02X12X43816/-=10,51,584/-
20	Jdr Peon	L/1	37450	6366/-	43816/-	01	02X12X43816/-=10,51,584/-
21	Farash	L/1	37450	6366/-	43816/-	01	5,25,792/-
22	Comp Insp	L/6	73900	12563/-	86463/-	01	1037556/-
23	G/Opr	L/2	41550	7063/-	48613/-	01	5,83,356/-
						23	1,97,20,190/-

Total surplus = 23 posts

Projected Recurring saving / annum = Rs.197.20 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/-
