

NORTHEAST FRONTIER RAILWAY



**WORK STUDY REPORT ON
REVIEW OF STAFF STRENGTH OF GENRAL
ADMINSTRATION/MLG/HQ (CVO'S OFFICE) OF N.F.
RAILWAY**

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STUDY NO. WSNF/27/2020-21

CASE NO. Z/375/10/27/20-21

CENTRAL PLANNING ORGANISATION

N. F. RAILWAY/MALIGAON

GUWAHATI - 781011.

EXECUTIVE SUMMARY

**SUBJECT: REVIEW OF STAFF STRENGTH OF GENRAL
ADMINISTRATION/MLG/HQ (CVO'S OFFICE) OF N.F.
RAILWAY**

STUDY NO: WSNF/27/20-21 **CASE NO:** Z/375/10/27/20-21

AUTHORITY: SDGM of N.F.Railway.

CONCERN OFFICE: GEN ADMIN/MLG'S (CVO'S OFFICE)

DEPARTMENT: MANAGING

TERMS OF REFERENCE: To assess the requirements of Staff Strength of General Admin's (CVO'S OFFICE) Under SDGM/MLG

NO. OF RECOMMENDATION: One

RECOMMENDATION: After critical examination of the workload and activities a total **03 Nos posts** (Viz.01 No of. Chief Typist, 01 No. of Sr R/Sorter & 01 No. of Jr R/Sorter) are surplus under CVO/Engg/MLG, which may be surrendered and the BOS may be corrected accordingly.

PROJECTED MAN POWER SAVINGS: 03 Nos.

PROJECTED FINANCIAL SAVING: Rs. 20.89 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:

To assess the requirements of Staff Strength of General Admin's (**CVO'S OFFICE**) Under SDGM/MLG

1.4 METHODOLOGY:

- a) Collection of data relating to workload.
- b) Discussion with CVO/Engg, 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 RK Singh, CVO/Engg/MLG & Sri LR Wary Efficiency Officer/MLG for their kind guidance and co-operation for conducting this study.

CHAPTER-II

2.0 SUMMARY OF WORK LOAD

CVO :

SN	Name of staff	Desig	Allotted work	Remarks
1	• Smt Trishna Thakuria	Ch.OS	<ul style="list-style-type: none"> • Representation of MP/MLA related to complaint cases. • ZRUCC & Meeting Parliamentary Business • Stores & Imprest • Allotment duties to Peon, Jdr Peon, Watcher. 	
2	• Sri S Chanda	PS-II	• Engaged with SDGM	
3	<ul style="list-style-type: none"> • Smt Ratna Das • Sri S.R. Prasad • Sri K.S.Nayak 	OS	<ul style="list-style-type: none"> • DAR clearance & other office work. • Vig.Clearance of Gr.A & B Officers • Vig.Clearance of Gr.C staff. 	
4	• Smt J Sarma	Jr Clerk	Office assistant work.	
5	<ul style="list-style-type: none"> • Smt M Hazoary • Sri Uttam Singha • Sri S Bhadra 	Steno-I	Provide stenographic assistance to Dy CVO/Engg, Elect, Stores & TFC .	
6	<ul style="list-style-type: none"> • Sri D. Bhadra • Sri L Nath 	Steno-III	Provide stenographic assistance to Sr VO/Accts, Mech, S&T, Pers	
7	• Sri R Chetri	M/Driver-I		
	<ul style="list-style-type: none"> • Sri L Kumar • Sri VK Singh • Sri SK Singh • Md M. Zaman • Sri S Gurung • Sri S Moni • Sri CS Prasad • Sri TK Sarkar • Sri RS Suman • Sri PK Deka • Sri B Das • Sri M Deka 	CVI/Estt CVI/Accts CVI/T CVI/T CVI/Estt CVI/Mech CVI/T CVI/Engg CVI/T CVI/Engg CVI/T CVI/Engg CVI/T CVI/Stores	Engaged for investigation of vigilance cases under guidelines of CVO/NFR, complaint cases investigation under guidance of Rly Board. Attachment with CBI cases as and when requirement placed to CVO/MLG. Also engaged in vigilance case related DAR inquiry & submit relevant reports to IO.	

	<ul style="list-style-type: none"> • Sri JP Barua • Sri J Mushary • Sri C Prakash • Sri DK Ghosh • Sri A Thakur • Sri OP Singh • Sri D Das • Sri R Yadav 	CVI/Stores CVI/T CVI/Engg CVI/S & T CVI/ S & T CVI/Elect CVI/Elect CVI/Med		
8	<ul style="list-style-type: none"> • Sri MK Jha • Sri A Kumar • Sri RK Saha 	Sr VI/T Sr VI/T Sr VI/T	Engaged for investigation of vigilance cases under guidelines of CVO/NFR, complaint cases investigation under guidance of Rly Board. Attachment with CBI cases as and when requirement placed to CVO/MLG. Also engaged in vigilance case related DAR inquiry & submit relevant reports to IO.	
9	<ul style="list-style-type: none"> • Sri S Narayan • Sri N Sarma • Md G Matin 	Watcher Watcher Watcher	Engaged in vigilance case related DAR inquiry & office assistant work.	
10	<ul style="list-style-type: none"> • Sri G Kakoti • Sri S Biswas 	Peon Peon	Office assistant work.	
11	<ul style="list-style-type: none"> • Sri M.Basumatary • Sri A Kumar • Sri S Jana • Sri T Rajesh 	E/Peon E/Peon E/Peon E/Peon	Engaged with Dy CVO/T Engaged with Dy CVO/Stores Engaged with Dy CVO/Engg Engaged with Dy CVO/Elect	
12	<ul style="list-style-type: none"> • Sri Ranjit Chetri 	SrTech/M/D river	Engaged with Dy CVO/Engg	
13	<ul style="list-style-type: none"> • Sri S Biswas • Sri G Kakoti 	Jdr Peon	Office assistant work.	

CHAPTER-III

3.0 CRITICAL ANALYSIS OF EXISTING WORKLOAD AND STAFF REQUIREMENTS:

3.1 CVO/Engg/MLG's Office

- This section deals with all vigilance cases, complaint cases & Railway Board directive vigilance cases.
- Vigilance clearance in respect of promotion, foreign tour, retirement etc.
- Decoy cases as advised by CVO & Railway Board.
- CBI related cases witnessing.
- Stores, imprest, procurement of equipment.
- Protocol duty for MP/MLA & other dignitaries.
- Conduct DAR inquiry, preparation & submission of reports to IO & onward transmission to Railway Board.
- Suggest DAR action to the competent authority.
- E-office admin

Proposed BOS and surplus of staff of CVO's office:

SN	CATEGORY	LEVEL	SANCTION	ON ROLL	VACANCY	PROPOSED BOS	PROPOSED SURRENDER
1.	Ch OS	7	2	1	01	02	0
2.	OS	6	4	3	01	04	0
3.	Jr. Clerk	2	0	1	0	0	Excess 01
4	Chief Typist	6	1	0	0	0	1
5	Steno-I	6	4	3	01	04	0
6	Steno-III	4	1	2	0	01	0
7	PS-II	7	0	1	0	0	Excess 01
8	Sr Tech M/Driver	5	1	1	0	1	0
9	CVI	7	15	21	0	15	Excess 06
10	Sr VI	6	2	3	0	02	Excess 01
11	Watcher	1	3	3	0	03	0
12	Sr R/Sorter	1	1	0	01	0	1
13	Jr R/Sorter	1	1	0	01	0	1
14	Jd Peon	1	2	2	0	2	0
15	Peon	1	3	2	0	3	0
16	E/Peon	1	2	4	0	2	Excess 02
		Total	42	47	5	39	03

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 SDGM 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 02 **The on roll strength 01 & for 01 vacant post 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 SDGM 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 04 Nos of OS/G posts, presently this office is running with 03 Nos. of OS/G and keeping 01 No of post vacant.

On going through the detail position of this category, the study team opined that **01No. of OS/G post which is vacant is kept aside for future expansion/promotion. Hence, surrender of post not initiated.**

WORK LOAD OF 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 01 and lying **vacant can be easily surrender & deleted from BOS.**

WORK LOAD OF SR & 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 Sr Record sorter & Jr Record sorter is 01 each and both the posts which are **vacant 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	2	1	01	02	0
2.	OS	6	4	3	01	04	0
3.	Jr. Clerk	2	0	1	0	0	Excess 01
4	Chief Typist	6	1	0	0	0	1
5	Steno-I	6	4	3	01	04	0
6	Steno-III	4	1	2	0	01	0

7	PS-II	7	0	1	0	0	Excess 01
8	Sr Tech M/Driver	5	1	1	0	1	0
9	CVI	7	15	21	0	15	Excess 06
10	Sr VI	6	2	3	0	02	Excess 01
11	Watcher	1	3	3	0	03	0
12	Sr R/Sorter	1	1	0	01	0	1
13	Jr R/Sorter	1	1	0	01	0	1
14	Jd Peon	1	2	2	0	2	0
15	Peon	1	3	2	0	3	0
16	E/Peon	1	2	4	0	2	Excess 02
		Total	42	47	5	39	03

Total Proposed surrender under CVO/Engg/MLG identified as 03 Nos.

CHAPTER-V

RECOMMENDATION:

5.0 After critical examination of the workload and activities a total **03 Nos posts** (Viz.01 No of. Chief Typist, 01 Sr R/Sorter & 01 Jr R/Sorter) are surplus under CVO/Engg/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
4	Chief Typist	L/6	73900	12563/-	86463/-	01	10,37,556/-
7	Sr R/Sorter	L/1	41550	7063/-	43816/-	01	5,25,792/-
8	Jr R/Sorter	L/1	37450	6366/-	43816/-	01	5,25,792/-
		Total				03	20,89,140/-

Total surplus =03 posts

Projected Recurring saving / annum = Rs.20.89 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/-
