

NORTHEAST FRONTIER RAILWAY



**WORK STUDY REPORT ON
REVIEW OF STAFF STRENGTH OF GENERAL ADMINISTRATION/
MLG/HQ (Dy. GM/RAJBHASA OFFICE) OF N.F. RAILWAY**

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STUDY NO. WSNF/28/2020-21

CASE NO. Z/375/10/28/20-21

CENTRAL PLANNING ORGANISATION

N. F. RAILWAY/MALIGAON

GUWAHATI - 781011.

EXECUTIVE SUMMARY

**SUBJECT: REVIEW OF STAFF STRENGTH OF GENRALADMINISTRATION/
MLG/HQ (DY.GM/RAJBHASA OFFICE) OF N.F. RAILWAY**

STUDY NO: WSNF/28/20-21

CASE NO: Z/375/10/28/20-21

AUTHORITY: SDGM of N.F.Railway.

CONCERN OFFICE: Dy. GM/RAJBHASA/MLG'S OFFICE

DEPARTMENT: MANAGING

TERMS OF REFERENCE: To assess the requirements of Staff Strength of Dy. GM/Rajbhasa's office Under SDGM/MLG

NO. OF RECOMMENDATION: One

After critical examination of the workload and activities a total **12 posts from Dy GM/Rajbhasas/MLG** (Viz.01 post of Sr Translator , 02 posts of Jr Translator, 01 post of OS, 01 post each of Sr Clerk /Jr Clerk, 02 posts of Chief Typist, 01 post of Librarian, 01 post each of Sr Record sorter/Jr Record sorter & 01 post of Peon) are surplus under Law office/MLG & Dy GM/Rajbhasa/MLG respectively, which may be surrendered and the BOS may be corrected accordingly

PROJECTED MAN POWER SAVINGS: 12 Nos.

PROJECTED FINANCIAL SAVING: Rs. 105.53Lakh 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 Dy. GM/Rajbhasa's office Under SDGM/MLG

1.4 METHODOLOGY:

- a) Collection of data relating to workload.

- b) Discussion with Rajbhasa Adhikari & 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 Luxman Shivhare, Dy.GM/Rajbhasa Shri L.R.Wary, Efficiency Officer**, for their kind guidance and co-operation for conducting this study.

CHAPTER-II

2.0 SUMMARY OF WORK LOAD

Rajbhasa :

SN	Name of staff	Desig	Allotted work	Remarks
1	<ul style="list-style-type: none"> • Sri B Boro • Sri SK Dubey • Sri SK Gupta • Sri M Medhi • Sri MS Rao • Smt M Chakraborty 	Sr Translator	<ul style="list-style-type: none"> • Translation of various documents to be issued in bilingual form under section 3(3) of OL act 1963. 	
2	<ul style="list-style-type: none"> • Sri VP Yadav • Sri KP Gupta 	Jr Translator	Assist to Sr Translator & Translation of various documents to be issued in bilingual form under section 3(3) of OL act 1963.	
3	<ul style="list-style-type: none"> • Smt S Kaur • Sri A Kumar 	Steno-I	Provide Hindi stenographic assistance to Dy GM Rajbhasa.	
	<ul style="list-style-type: none"> • Smt S Devi 	Jdr Peon	Engaged with office duty	

CHAPTER-III

3.0 CRITICAL ANALYSIS OF EXISTING WORKLOAD AND STAFF REQUIREMENTS:

3.1 Hindi Cell (Rajbhasa) :

- As per constitution of India Hindi is our official language vide article 343-351 is meant for it. So, as per GOI and RB instruction Rajbhasa Bibhag is implemented. It works under GM/NFR(Rajbhasa) & he nominated an officer to look after official language on his behalf. Presently PCSC is Mukhya Rajbhasa Adhikari.
- Three important function are carried out by Rajbhasa bibhag :
 - i. Translation of various documents to be issued in bilingual form under section 3(3) of OL act 1963.
 - ii. Implementation of various instruction issued by depts of OL/ Ministry of Home affairs & RB,
 - iii. Inspection of various offices to propagate Rajbhasa
 - iv.

Proposed BOS and surplus of staff of Hindi cell (Rajbhasa) office:

SN	CATEGORY	LEVEL	SANCTION	ON ROLL	VACANCY	PROPOSED BOS	PROPOSED SURRENDER
1.	Sr Translator	7	7	6	01	06	01
2.	Jr Translator	6	4	2	02	02	02
3	OS	6	1	0	01	0	01
4	Sr Clerk	5	1	0	01	0	01
5	Jr Clerk	2	1	0	01	0	01
6	Ch Typist	6	2	0	02	0	02
7	Steno-I	6	1	2	Excess 01	1	0
8	Librarian	6	1	0	01	0	01
9	Sr R Sorter	1	1	0	01	0	01
10	Jr R Sorter	1	1	0	01	0	01
11	Jdr Peon	1	2	1	01	01	0
12	Peon	1	1	0	01	0	01
		Total	23	11	12	10	12

WORK LOAD OF SENIOR & JUNIOR TRANSLATOR:

This category is engaged for translating of various documents issued in bilingual form. The present sanction strength of Sr. Translator is 07 and **01 post is vacant & may be recommended for surrender**. The present sanctioned strength of Jr Translator is 04 and 02 posts are vacant. **The 02 vacant posts of Jr. Translator can be surrendered & deleted from BOS.**

Hence, 01 Sr Translator & 02 Jr Translator post may be recommended for surrender

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 01 No of OS/G post & the post is vacant.

Moreover, there is no incumbency to get promotion to OS hence, the 01 vacant post of OS may be recommended for surrender.

SR. CLERK & JR CLERK WORK LOAD:

The Sr Clerk/Jr 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 01 No of each of Senior clerk & Junior Clerk posts, presently lying vacant. **The study team recommends surrendering both the vacant posts.**

.

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 02 posts & lying vacant. **The 02 posts which are vacant can be easily surrender & deleted from BOS.**

WORK LOAD OF LIBRARIAN:

- Earlier this category was employed to maintain records & distribute books from Railway Liabrary. Therefore, **01vacant post of Librarian can be surrendered & 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 is 01 and vacant also the present sanction strength of Jr Record sorter is 01 and vacant The 02 posts of Sr/Jr Record sorter which are **vacant can be easily surrender & deleted from BOS.**

WORK LOAD OF PEON:

This category is General assistant category at office. The present sanction strength is 01 and is vacant. Now a days mostly Group D staffs are re-designated as General assistant . Hence, 01 **vacant post of Peon, can be surrendered & 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 of Dy. GM/ Rajbhasa/MLG's Office** are tabulated below:

Proposed BOS and surplus of staff of Hindi cell (Rajbhasa) office:

SN	CATEGORY	LEVEL	SANCTION	ON ROLL	VACANCY	PROPOSED BOS	PROPOSED SURRENDER
1.	Sr Translator	7	7	6	01	06	01
2.	Jr Translator	6	4	2	02	02	02
3	OS	6	1	0	01	0	01
4	Sr Clerk	5	1	0	01	0	01
5	Jr Clerk	2	1	0	01	0	01
6	Ch Typist	6	2	0	02	0	02
7	Steno-I	6	1	2	Excess 01	1	0
8	Librarian	6	1	0	01	0	01
9	Sr R Sorter	1	1	0	01	0	01
10	Jr R Sorter	1	1	0	01	0	01
11	Jdr Peon	1	2	1	01	01	0
12	Peon	1	1	0	01	0	01
		Total	23	11	12	10	12

Total Proposed surrender under Dy. GM/Rajbhasa/MLG identified as 12 Nos.

CHAPTER-V

RECOMMENDATION:

5.0 After critical examination of the workload and activities a total **12 posts from Dy GM/Rajbhasas/MLG** (Viz.01 post of Sr Translator , 02 posts of Jr Translator, 01 post of OS, 01 post each of Sr Clerk /Jr Clerk, 02 posts of Chief Typist, 01 post of Librarian, 01 post each of Sr Record sorter/Jr Record sorter & 01 post of Peon) are surplus under Law office/MLG & Dy GM/Rajbhasa/MLG respectively, 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- **Dy. GM/Rajbhasa/MLG**

SN	NAME OF POST	PAY LEVEL	MEAN PAY	DA 17 %	VALUE PER MONTH	NO. OF POSTS	VALUE PER ANNUM
01	Sr Translator	L/7	93650	15920/-	109570/-	01	13,14,840/-
02	Jr Translator	L/6	73900	12563/-	86463/-	02	02 X 12 X 86463/- = 20,75,112/-
03	OS	L/6	73900	12563/-	86463/-	01	10,37,556/-
04	Sr. Clerk	L/5	60750	10327	71077/-	01	8,52,924/-
05	Jr.Clerk	L/2	41550	7063/-	48613/-	01	5,83,356/-
06	Chief Typist	L/6	73900	12563/-	86463/-	02	02 X 12 X 86463/- = 20,75,112/-
07	Librarian	L/6	73900	12563/-	86463/-	01	10,37,556/-
08	Sr R/Sorter	L/1	41550	7063/-	43816/-	01	5,25,792/-
09	Jr R/Sorter	L/1	37450	6366/-	43816/-	01	5,25,792/-
10	Peon	L/1	37450	6366/-	43816/-	01	5,25,792/-
					Total	12	1,05,53,832/-

Total surplus =12 posts

Projected Recurring saving / annum = Rs.105.53 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/-
