

NORTHEAST FRONTIER RAILWAY



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

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STUDY NO. WSNF/31/2020-21

CASE NO. Z/375/10/31/20-21

CENTRAL PLANNING ORGANISATION

N. F. RAILWAY/MALIGAON

GUWAHATI - 781011.

EXECUTIVE SUMMARY

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

STUDY NO: WSNF/31/20-21 **CASE NO:** Z/375/10/31/20-21

AUTHORITY: SDGM of N.F.Railway.

CONCERN OFFICE: EFFICIENCY OFFICE/MLG

DEPARTMENT: MANAGING

TERMS OF REFERENCE: To assess the requirements of Staff Strength of General Admin's office OF Efficiency Office/MLG Under SDGM/MLG

NO. OF RECOMMENDATION: One

After critical examination of the workload and activities a total **03 Nos posts** (Viz.01 No. Of Steno-III, 01 No. Of Sr. Clerk & 01 No of Sr Typist) are surplus under Efficiency Office/MLG, which may be surrendered and the BOS may be corrected accordingly.

PROJECTED MAN POWER SAVINGS: 03 Nos.

PROJECTED FINANCIAL SAVING: Rs.23.49 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 Admin Under SDGM/MLG

1.4 METHODOLOGY:

- a) Collection of data relating to workload.
- b) Discussion with DGM(G) , 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 L.R.Wary, Efficiency Officer**, for their kind guidance and co-operation for conducting this study.

CHAPTER-II

2.0 SUMMARY OF WORK LOAD

GM Planning :

SN	Name of staff	Desig	Allotted work	Remarks
1	<ul style="list-style-type: none"> Sri C Gowda 	OS	<ul style="list-style-type: none"> Deals with Estt, bill, audit accounts, inspection report budget, RTI,, procurement of maintenance of Equipment. Dealing with Pass/PTOs, MACP, Transfer /posting & keeping records. Imprest. E-Office Conducting MDPs in all divisions/HQ/Workshop of NF Railway 	
2	<ul style="list-style-type: none"> Sri BRG Dastidar Sri Achinta Baruah Sri SN Ghosh Sri Joyanta Mitra Sri Sougata Ghosh 	WSI	Conducting 30 Nos of Work studies to achieve annual surrender target set by Railway Board. All railway Boards correspondences like Quarterly Report, DO letters time to time to achieve target & other misc work related with work studies. Also all works advised by EO/SDGM.	
3	<ul style="list-style-type: none"> Sri VK Yadav 	Ch.Efficiency Insp	Conducting MDP , best innovation, training programmes, project saksham etc.	
	<ul style="list-style-type: none"> Sri S Ray Sri RD Mandal 	CPLI CPLI	Key Performance Indicators for GM booklet, MOU performance with Rly BD & GM. MOU performance with GM & PHODs/DRMs,PREM meeting, Zonal/ Divisional work load, asset failure, Efficacy of inspection carried out by SAGs/PHODs & Awards.	
4	<ul style="list-style-type: none"> Smt S Ghosal 	Steno-III	Provide stenographic assistance to Efficiency Officer & engaged with all official work, like receive/despatch of mails from/to Railway Board, HQs, Divisions etc.	
5	<ul style="list-style-type: none"> Smt Naima Begum 	Duftry	Engaged with office duty, delivery of mails to all offices in HQ other offies.	

CHAPTER-III

3.0 CRITICAL ANALYSIS OF EXISTING WORKLOAD AND STAFF REQUIREMENTS:

3.1 Efficiency Office/MLG:

- This section deals with man power analysis by adopting different job analysis method.
- Conducts work study at HQ/Division/Workshop of NF Railway
- As per instruction of Directorate of Efficiency Research, Railway Board per inspector conducts 06 Nos of work study in a year to achieve the surrender target set by Railway Board.
- As per instruction of SDGM this cell conducts work studies to meet surrender target of Railway Board.
- MOU between Railway Board & GM.
- MOU between GM and other PHODs of this railway.
- Compilation & prepare KPI booklet for GM MCDO.
- Efficacy of Inspection of all PHODs of this zone, compilation of zonal/divisional work load. Various awards of Railway Board.
- Conducts Management Development Programmes for Sr Sub ordinates in all divisions/HQ/Workshops.
- Estt bill, RSP bill, Audit account, Inspection report, Budget, RTI, PQ, Procurement and maintenance of equipment. Pass/PTOs, transfer/posting, Stores/imprest etc.

Proposed BOS and surplus of staff of GM/Planning office:

SN	CATEGORY	LEVEL	SANCTION	ON ROLL	VACANCY	PROPOSED BOS	PROPOSED SURRENDER
1.	CPLI	7	2	2	0	2	0
2.	WSI	7	7	5	2	7	01 post variated to C Effy Insp against WSI
3	Steno-III	4	2	1	1	1	1
4	Ch Os	7	1	0	1	1	0
5	OS	6	1	1	0	1	0
6	Sr Clerk	5	1	0	1	0	1
7	Sr Typist	4	1	0	1	0	1
8	Jdr Peon	1	1	1	0	1	0
9	E/peon	1	1	0	1	1	0
		Total	17	10	7	14	3

3.2

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 01. **& the post is vacant but suitability done for promotion.** 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 01 No of OS/G posts, presently manned & No post is vacant. Hence, surrender of proposal cannot be initiated for this category.

WORK LOAD OF STENO-III:

Provide stenographic assistance to Officers & engaged with all official work, The present sanction strength of Steno-III is 01 and lying vacant since long.

Already 01 Post of Steno-II is posted at this office & the work load of steno-III is shared by Steno-II. Also, discussed & there is no additional requirement of Steno-III. Hence, the study team recommends to surrender the **vacant post of STENO-III & deleted from BOS.**

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. The work load of Sr Clerk is shared by OS. After discussion came to conclusion that there is no necessity of Sr Clerk at this office.

Against the sanctioned strength of 01 Nos of Senior clerk posts, presently this post is vacant.. The present incumbency of Jr Clerk is Nil hence, the study team recommends to surrender **01 vacant post of Sr Clerk & may be delete4d from BOS.**

WORK LOAD OF SR 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 Sr.Typist is 01 and vacant. Therefore. 01 post which is **vacant can be easily 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 (Efficiency Office/MLG)** are tabulated below:

SUMMARISED STRENGTH OF GENERAL ADMIN/MALIGAON HQ (EFFICIENCY OFFICE/MLG)WITH ON ROLL & PROPOSED SURRENDER

Proposed BOS and surplus of staff of Efficiency Office office:

SN	CATEGORY	LEVEL	SANCTION	ON ROLL	VACANCY	PROPOSED BOS	PROPOSED SURRENDER
1.	CPLI	7	2	2	0	2	0
2.	WSI	7	7	5	2	7	01 post variated to C Effy Insp against WSI
3	Steno-III	4	2	1	1	1	1
4	Ch Os	7	1	0	1	1	0
5	OS	6	1	1	0	1	0
6	Sr Clerk	5	1	0	1	0	1
7	Sr Typist	4	1	0	1	0	1
8	Jdr Peon	1	1	1	0	1	0
9	E/peon	1	1	0	1	1	0
		Total	17	10	7	14	3

Total Proposed surrender under Efficiency Office/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 Steno-III, 01 No. Of Sr. Clerk & 01 No of Sr Typist) are surplus under Efficiency Office/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	Steno-III	L/4	37450	6366/-	62361/-	01	7,48,332/-
2	Sr. Clerk	L/5	60750	10327	71077/-	01	852924/-
3	Sr Typist	L/4	41550	7063/-	62361/-	01	748332/-
		Total				03	23,49,588/-

Total surplus = 03 posts

Projected Recurring saving / annum = Rs.23.49 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/-
