

NORTHEAST FRONTIER RAILWAY



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

GUIDED BY:

SHRI B. LAKRA, SDGM.

SHRI L. R. WARY, EO.

BRANCH OFFICER: SHRI SUBHANAN CHANDA, CPRO/MLG

ASSOCIATE OFFICER: SHRI L. R. WARY, EO.

CONDUCTED BY:

SHRI J. MITRA, WSI.

SHRI S.N.GHOSH, WSI.

STUDY NO. WSNF/33/2020-21

CASE NO. Z/375/10/33/20-21

CENTRAL PLANNING ORGANISATION

N. F. RAILWAY/MALIGAON

GUWAHATI - 781011.

EXECUTIVE SUMMARY

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

STUDY NO: WSNF/33/20-21

CASE NO: Z/375/10/33/20-21

AUTHORITY: SDGM of N.F.Railway.

CONCERN OFFICE: CPRO/MLG'S OFFICE

DEPARTMENT: MANAGING

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

NO. OF RECOMMENDATION: One

After critical examination of the workload and activities a total **11 Nos posts** (Viz.01 No. OS, 02 Nos. of Junior Clerk, 01 No. Chief Typist, 01No. CI, 01 No. Jr Photo, 01 No. Cinema Opr, 01No. Bromide printer & 03Nos. Khalasi) are surplus under CPRO/MLG, which may be surrendered and the BOS may be corrected accordingly.

PROJECTED MAN POWER SAVINGS: 11 Nos.

PROJECTED FINANCIAL SAVING: Rs.79.36 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 GeneralAdmin's (**CPRO/MLG'S Office**)
Under SDGM/MLG

1.4 METHODOLOGY:

- a) Collection of data relating to workload.
- b) Discussion with Shri Subhanan Chanda CPRO/MLG & 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 Subhanan Chanda CPRO/MLG & 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

CPRO:

SN	Name of staff	Desig	Allotted work	Remarks
1	<ul style="list-style-type: none"> • Sri N.C.Bharali • Sri H Debnath • Smt Dipa Das 	Ch.OS	<ul style="list-style-type: none"> • Entire NFR advertisement publishing & bill payment. Parliamentary query, Railway Board correspondences 	VRS taken from 07/2020 Retiring on Nov/20
2	<ul style="list-style-type: none"> • Smt M Borkakoty Baishya • Smt Ira Mali 	OS	<ul style="list-style-type: none"> • Establishment work ,Pass/PTO, Stores & Imprest dealing 	
3	<ul style="list-style-type: none"> • Smt K Phukan 	Sr Clerk	Assist Ch OS & OS activity	
4	<ul style="list-style-type: none"> • Sri SN Borah 	Ch Typist	All typing job of this section	
5	<ul style="list-style-type: none"> • Smt H Devi 	Sr Translator	Translation of various documents to be issued in bilingual form.	Linen at Rajbhasa Cell
6	<ul style="list-style-type: none"> • Sri N Dev • Sri D Deka 	CPI	Media press release news compilation	
7	<ul style="list-style-type: none"> • Md SB Hussain • Md L Salam 	Sr PI	Media press release news compilation	
8	<ul style="list-style-type: none"> • Sri S Chandra 	Ch Photo	All NFR Photography	
9	<ul style="list-style-type: none"> • Sri M Biswas 	Jr Photo	All NFR Photography	
10	<ul style="list-style-type: none"> • Sri P Das 	Carp Helper	Now a days engaged in office work	Retiring on Dec 20
11	<ul style="list-style-type: none"> • Sri Arup Roy 	Bill Poster	Now a days engaged in office work	
12	<ul style="list-style-type: none"> • Sri SN Mahato 	Khalasi	Office assistant work.	
13	<ul style="list-style-type: none"> • Smt RD Lama • Sri P. Kalita 	Peon UPeon	Office assistant work.	
14	<ul style="list-style-type: none"> • Sri Rajen Saha 	E Peon	Engaged with CPRO	
15	<ul style="list-style-type: none"> • Smt S Khandu • Smt C. Debnath 	Steno-I Steno-III	Provide stenographic assistance to CPRO/PRO/APRO	

CHAPTER-III

3.0 CRITICAL ANALYSIS OF EXISTING WORKLOAD AND STAFF REQUIREMENTS:

3.1 CPRO:

1. Photography section: Photo coverage of all official functions, preparation of publicity video & clips, promotional photography.

2. Inspectors Cell:

(a) Preparation of daily summary of news appearing in all media (print, web & electronic) for feed back to GM & Railway Board/MR cell, preparation of rebuttal /rejoinder for negative news.

(b) Preparation of daily press release for sending to different media for publicity

(c) Preparation of annual report, Quarterly report of PR activities, Handling of RTI, Audit & Accounts inspection

(d) Handing of social media accounts of Zonal railway.

(e) Preparation of publicity materials like posters, handouts, leaflet, booklet etc

(f) Daily liaison with media person for building PR.

3. Clerical section:

(a) Entire advertisement requirement of the zonal railway including processing & release of advertisement to news paper and their bill passing.

(b) Correspondence with division, zonal railways and Railway Board including parliament questions.

(c) Data preparation on expenditure on advertisement for Lok sabha & Rajya sabha.

(d) Presently 02 OS are deployed for the public relation deptt of NF Railway deals with entire print media centrally, without any divisional office. The work load is much more & without adequate manpower in OS cadre it is not possible to coup up.

Hence, the study team recommends additional 02 OS in CPRO, which is essential as discussed with PRO.

Proposed BOS and surplus of staff of CPRO/MLG's office:

SN	CATEGORY	LEVEL	SANCTION	ON ROLL	VACANCY	PROPOSED BOS	PROPOSED SURRENDER
1.	Ch OS	7	1	3	Excess 02	1	0
2.	OS	6	5	2	3	4	1
3.	Sr. Clerk	5	1	1	0	1	0
4.	Jr.Clerk	2	2	0	2	0	2
5.	Chief Typist	6	2	1	1	1	1
6	Steno-I	6	2	1	1	2	0
7	Steno-III	4	0	1	Excess 01	0	0
8	Sr Translator	7	1	1	0	1	0
9	CI	6	1	0	1	0	1
10.	CPI	7	3	2	1	3	0

11	Sr PI	6	1	2	Excess 01	1	0
12	PI	6	1	0	1	1	0
13	Ch Photo	6	1	1	0	1	0
14	Sr Photo	5	1	0	1	1	0
15	Jr Photo	4	2	01	01	1	1
16	Cinema opr	4	1	0	1	0	1
17	B/Printer	2	1	0	1	0	1
18	Carpenter	2	1	0	1	1	0
19	Carpenter helper	1	1	1	0	1	0
20	Bill poster	1	1	1	0	1	0
21	Khalasi	1	4	1	3	1	3
22	JDR Peon	1	2	2	0	2	0
23	Peon	1	1	0	1	1	0
24	E/Peon	1	1	1	0	1	0
	Total		37	21	20	26	11

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 and running with excess 02 Ch OS. 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 05 Nos of OS/G posts, presently this office is running with 02 Nos. of OS/G and keeping 03 Nos. of post vacant.

In CPRO, presently 02 OS are deployed for the public relation deptt of NF Railway deals with entire print media centrally, without any divisional office. The work load is much more & without adequate manpower in OS cadre it is not possible to coup up.

Hence, the study team recommends additional 02 OS in CPRO, which is essential as discussed with PRO.

On going through the detail position of this category, the study team opined that **out of 03 vacant posts, 01 Nos. of OS/G post is surplus & may be recommended for surrender.**

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 02 Nos of Junior clerk posts, presently both the posts are vacant. **The 02 Nos of Junior Clerk posts may be recommended for surrender.**

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 and 01 post is vacant. The 01 post which is **vacant can be easily surrender & deleted from BOS.**
- **The study team recommends to surrender the 01 vacant post of Chief Typist**

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 JR PHOTO:

This category is engaged for photography job. The present sanction strength of **this category** 02 and 01 post is **vacant**. Though for the present post suitability is done for promotion to Sr Photo, which yield both Jr photo post vacant.

Work study team only suggest to surrender 01 post of Jr photo & keeping 01 post of Jr Photo in present BOS as being feeding category.

WORK LOAD OF CINEMA OPERATOR:

Earlier this category was employed to assist photo section for projecting films related work. This category has no any vital requirement. The present sanction strength of Cinema Operator is 01 and vacant. **The 01vacant post can be surrendered & deleted from BOS.**

WORK LOAD OF BROMIDE PRINTER:

Earlier this category was employed to wash photo films but which is now discontinued. Now a day all photography work are done by Camera only & then with help of Laptop/PC printing is done. Hence, **01vacant post of Bromide Printer can be surrendered & deleted from BOS.**

WORK LOAD OF KHALASI:

This category is the equivalent category of Peon & E/Peon. The job done by this category is now a days shared by Peon/E-Peon of this office.

This category is General assistant category at office. The present sanction strength is 04 and on roll strength is 01. Now 03 posts are vacant. Now a days mostly Group D staffs are re-designated as General assistant & specifically Khalasi category has no viable importance of its own. Hence, **03 vacant posts of Khalasi 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 (CPRO/MLG's Office)** are tabulated below:

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

Proposed BOS and surplus of staff of CPRO/MLG's office:

SN	CATEGORY	LEVEL	SANCTION	ON ROLL	VACANCY	PROPOSED BOS	PROPOSED SURRENDER
1.	Ch OS	7	1	3	Excess 02	1	0
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4.	Jr.Clerk	2	2	0	2	0	2
5.	Chief Typist	6	2	1	1	1	1
6	Steno-I	6	2	1	1	2	0
7	Steno-III	4	0	1	Excess 01	0	0
8	Sr Translator	7	1	1	0	1	0
9	CI	6	1	0	1	0	1
10.	CPI	7	3	2	1	3	0
11	Sr PI	6	1	2	Excess 01	1	0
12	PI	6	1	0	1	1	0
13	Ch Photo	6	1	1	0	1	0
14	Sr Photo	5	1	0	1	1	0
15	Jr Photo	4	2	01	01	1	1
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17	B/Printer	2	1	0	1	0	1
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20	Bill poster	1	1	1	0	1	0
21	Khalasi	1	4	1	3	1	3
22	JDR Peon	1	2	2	0	2	0
23	Peon	1	1	0	1	1	0
24	E/Peon	1	1	1	0	1	0
		Total	37	21	20	26	11

Total Proposed surrender under CPRO/MLG identified as 11 Nos.

CHAPTER-V

RECOMMENDATION:

5.0 After critical examination of the workload and activities a total **11 Nos posts** (Viz.01 No. OS, 02 Nos. of Junior Clerk, 01 No. Chief Typist, 01No. CI, 01 No. Jr Photo, 01 No. Cinema Opr, 01No. Bromide printer & 03Nos. Khalasi) are surplus under CPRO/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/-	01	10,37,556/-
2	Jr.Clerk	L/2	41550	7063/-	48613/-	02	02 X 12X48613/-= 11,66,712/-
3	Chief Typist	L/6	73900	12563/-	86463/-	01	10,37,556/-
4	CI	L/6	73900	12563/-	86463/-	01	10,37,556/-
5	Jr Photo	L/4	37450	6366/-	62361/-	01	7,48,332/-
6	Cinema Opr	L/4	37450	6366/-	62361/-	01	7,48,332/-
7	B/Printer	L/2	41550	7063/-	48613/-	01	5,83,356/-
8	Khalasi	L/1	37450	6366/-	43816/-	03	03X12X43816/-= 15,77,376/-
		Total				11	79,36,776/-

Total surplus = 11posts

Projected Recurring saving / annum = Rs.79.36 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/-
