

NORTHEAST FRONTIER RAILWAY



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

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STUDY NO. WSNF/30/2020-21

CASE NO. Z/375/10/30/20-21

CENTRAL PLANNING ORGANISATION

N. F. RAILWAY/MALIGAON

GUWAHATI - 781011.

EXECUTIVE SUMMARY

**SUBJECT: REVIEW OF STAFF STRENGTH OF GENRALADMINSTRATION/
MLG/HQ (LAW OFFICE) OF N.F. RAILWAY**

STUDY NO: WSNF/30/20-21 **CASE NO:** Z/375/10/30/20-21

AUTHORITY: SDGM of N.F.Railway.

CONCERN OFFICE: LAW /MLG'S OFFICE

DEPARTMENT: MANAGING

TERMS OF REFERENCE: To assess the requirements of Staff Strength of Law office
Under SDGM/MLG

NO. OF RECOMMENDATION: One

After critical examination of the workload and activities a total **03 posts** (Viz.02 Nos of OS & 01 post of Chief Typist from LAW Office/MLG) **are** surplus under Law Office/MLG, which may be surrendered and the BOS may be corrected accordingly

PROJECTED MAN POWER SAVINGS: 03 Nos.

PROJECTED FINANCIAL SAVING: Rs.31.12 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 Law 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 Moloy Ray, Law Officer, 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

LAW :

SN	Name of staff	Desig	Allotted work	Remarks
1	• Smt Madhumita Roy	Ch.OS	• Deals with Estt, bill, RSP bill, MCDO, audit accounts, inspection report budget, RTI,PQ, procurement of maintenance of Equipment. Dealing with foreign court, Supreme court arbitration cases.	Retiring on Nov/20
2	• Sri D Kalita	OS	• Deals with all high court of India matter store maintenance Pass/PTO, Imprest, Stores	
3	• Sri D Dey	Jr Clerk	Engaged with official work	
4		CLA (11 Nos) 01 post of CLA temporarily variated to DRM(P)/KIR for one year	All Court/Tribunal cases of NF Zone are monitored, area wise court cases viz. Supreme court, lower court, High court except Comml & Personnel dept cases.	
5	• Sri Sambhu Paswan	Steno-III	Provide stenographic assistance to Law officer	
6	• Sri G Rajbonshi	Jr R/Sorter	Engaged with official work	

CHAPTER-III

3.0 CRITICAL ANALYSIS OF EXISTING WORKLOAD AND STAFF REQUIREMENTS:

3.1 LAW:

- All court/tribunal cases of NF Zone are monitored, area wise court cases, Supreme Court, lower court cases except commercial & personnel deptt cases. Only Account & Security deptt cases are dealt.
- High court of India matter, store maintenance, Pass/PTO, MACP, Imprest etc.
- Estt bill, RSP bill, MCDO, Audit account, Inspection report, Budget, RTI, PQ, Procurement and maintenance of equipment.
- Foreign court, Supreme court, arbitration case, all lower court case.
- Receipt & Despatch etc.

Proposed BOS and surplus of staff of LAW office:

SN	CATEGORY	LEVEL	SANCTION	ON ROLL	VACANCY	PROPOSED BOS	PROPOSED SURRENDER
1.	Ch OS	7	2	1	1	2	0
2.	OS	6	3	1	2	1	2
3.	Sr. Clerk	5	1	0	1	1	0
4	Jr. Clerk	2	1	1	0	1	0
5	Chief Typist	6	1	0	1	0	1
6	Steno-III	4	1	1	0	1	0
7	CLA	7	11	11	0	11	0
8	Jr R/Sorter	2	0	1	Excess 01	0	0
		Total	20	16	04	17	3

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 Law 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 03 Nos of OS/G posts, presently this office is running with 01 No. of OS/G and keeping 02 Nos. of post vacant & also 01 post of Ch OS is vacant. The post of Ch OS is promotional category hence, not initiated for surrender from Ch OS category but the vacant 02 posts of OS category may be recommended for surrender.

On going through the detail position of this category, the study team opined that **02Nos. of OS/G post is surplus & 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 01 and vacant, which **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 of LAW MLG's Office** are tabulated below:

Proposed BOS and surplus of staff of LAW office:

SN	CATEGORY	LEVEL	SANCTION	ON ROLL	VACANCY	PROPOSED BOS	PROPOSED SURRENDER
1.	Ch OS	7	2	1	1	2	0
2.	OS	6	3	1	2	1	2
3.	Sr. Clerk	5	1	0	1	1	0
4	Jr. Clerk	2	1	1	0	1	0
5	Chief Typist	6	1	0	1	0	1
6	Steno-III	4	1	1	0	1	0
7	CLA	7	11	11	0	11	0
8	Jr R/Sorter	2	0	1	Excess 01	0	0
		Total	20	16	04	17	3

Total Proposed surrender under Law Officer/MLG identified as 03 Nos.

CHAPTER-V

RECOMMENDATION:

5.0 After critical examination of the workload and activities a total **03 posts** (Viz.02 Nos of OS & 01 post of Chief Typist from LAW Office/MLG) are surplus under Law 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- **LAW office MLG**

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/-	02	02 X12 X 86463/ = 20,75,112/-
2	Chief Typist	L/6	73900	12563/-	86463/-	01	1037556/-
		Total				03	31,12,668/-

Total surplus =03 posts

Projected Recurring saving / annum = Rs.31.12 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/-
