



WORK STUDY

ON

REVIEW OF “MINISTERIAL STAFF UNDER CWM OF NEW BONGAIGOAN WORKSHOP”.

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STUDY NO. WSNF/11/2020 -21

CASE NO. Z/375/10/11/2020 -21

CENTRAL PLANNING ORGANISATION

N. F. RAILWAY/MALIGAON

GUWAHATI – 781011

EXECUTIVE SUMMARY

SUBJECT : Work study on“ Review of Ministerial staff under CWM of New Bongaigaon Workshop.”

STUDY NO : WSNF/11/2020 -21

CASE NO : Z/375/10/11/2020 -21

AUTHORITY : SDGM/N.F.R.

CONCERN DIV. : HEADQUATER

DEPARTMENT : MECHANICAL

DATE OF COMMENCEMENT : 28/09/2020

DATE OF COMPLETION : 01/12/2020

DATE OF SUBMISSION : 01/12/2020

TERMS OF REFERENCE:

Approved Annual Programme of Work Study.

NOS. OF RECOMMENDATION: 1(One)

The study team has identified 24 nos of vacant posts of different categories (OS/G-15 posts Sr.Typist -1, Sr.Clerk/G- 4 posts, Sr.Clerk/TK-1 post, OS/TK-1 posts , Peon-1 posts & STENO-1 = Total - 24 Posts) as surplus and proposed for surrender, which may be deleted from the BOS.

PROJECTED FINANCIAL SAVING : Rs 2125.97 Lakh/Annum.

PROJECTED MAN POWER : 24 Posts.

MONTH AND YEAR OF CIRCULATION : DEC/2020

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CHAPTER – I

1.0. INTRODUCTION:

The Railway administration has to make the best use of its resources including manpower keeping them at the optimum level to attain the financial viability, taking into consideration to this objectives, The Railway Board has emphasized to take up review of staff strength of various departments in the Railway. In pursuance of this policy of Railway Board, the central planning Organisation of N.F.Railway/ Maligaon has conducted this work study on “Review of Ministerial staff under CWM of New Bongaigaon Workshop”.

2.0. ACKNOWLEDEMENT :

Work study team is grateful to Shri P.P.ROY CWM/NBQ's for his kind guidance and co-operation for conducting this study. The work study team is also thankful to Shri M.K.Narzery Dy CME/Frt and Shri Lalan Rajak APO/NBQ's for his assistance rendered to the Work Study team for conducting the work study.

3.0 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 (out put / input) either by improving the output (numerator) or by decreasing the input (denominator).
- Upgradation / introduction of automation / Innovations.
- Outsourcing of non core activity.
- Availability of better process/ technology.
- Reducing/ removing redundancy in work.

4.0. TERMS OF REFERENCE :

Approved Annual work study programme.

5.0. METHODOLOGY:

a) Discussion with CWM/NBQ's & the nominated Sr.Subordinate

During field work, discussion was done with regarding the work study and Shri P.P.Roy CWM/NBQ's had nominated Shri M.K.Narzery Dy CME/Frt . and Shri Lalan Rajak APO/NBQ's for the study team, which is placed as Annex-I .

b) Collection of data relating to workload

The required data is collected from APO/NBQ's Office and other data was collected from the nominated representative of Work shop Department .

CHAPTER-II
SUMMARY OF WORK LOAD

2.1. Ministerial Staff

Duties of Ministerial staff is to maintain different work's registers , drafting of letter as per advice of superior. To keep update the staff position and store materials by following the Rules and codes, etc.

2.2. Ch.OS.

The Ch OS is the overall in-charge .He should deal with :

Hiring of Road vehicle file both for CWM/NBQ's & Control emergency duty, AMC for Machines, Plants , Vehicles, fire extinguisher etc TR/Budget Office Imprest, One time imprest, Management and policies file, Inspection files, Monitoring from concerned dealers, Audit matters, Accounts Audit and Accounts inspection notes & disposal of letters, PNM items and replies, in-coming and out-going of Carriage and wagon, agenda items and part of MCDO.

2.3. OS

OS is nominated for following works :

Complete record of Machines & Plants ,Telephone/CUG phones, supply of uniform & safety material such as Boot , Safety helmet & dealing with Machines , Plants, fire Extinguishers, equipment failure wise part of MCDO and AMC of machines & plants. He has been instructed to be associated with the new assets register CWM/NBQ's office and control office guided by Ch OS, D&AR section which includes absent and other cases except accident and preparation of suspension/ revocation and charge sheet.

2.4. Sr Clerk

Duties of Sr Clerk are as follows :

TR/Budget section, Assets register of office station, Control Office, Uniform and safety equipment matter including safety equipment.

2.5. Jr Clerk

Duties of Jr Clerk are as follows:

Presently working in TR/Goods section, GTR section and supervising in receipt and dispatch section as there is no clerical staff deputed in the section due to shortage of staff proposed to be retained in the same section

2.6. Typist

The duties of a typist is to type the letter by type writer as advised by superior. Now-a-days, type writer are obsolete as replaced by computer and printer and typist are utilized to work with computer.

**2.3. STAFF POSITION OF MINISTERIAL CATEGORIES AND TYPIST UNDER CWM/NBQ's OF
WORKSHOP AS PER BOS
1) MECHANICAL.**

SN	CATEGORY	SCALE	G/PAY	BOS	ON ROLL	VACANCY
1	Ch.OS/G	9300-34800	4600	17	16	1
2	OS/G	9300-34800	4600	30	27	3
3	Sr. Clerk/G	5200-20200	2800	6	1	5
4	Jr. Clerk/G	9300-34800	4200	1	1	0
5	PEON	5200-20200	1800	3	2	1
6	OS/TK	9300-34800	4200	9	8	1
7	Sr. Clerk/TK	5200-20200	2800	0	0	0
8	STENO-1	5200-20200	2800	4	3	1
9	Sr. Typist	5200-20200	2400	1	0	1
TOTAL				71	58	13

ELECTRICAL:

SN	CATEGORY	SCALE	G/PAY	BOS	ON ROLL	VACANCY
1	Ch.OS/G	9300-34800	4600	5	4	1
2	OS/G	9300-34800	4600	6	4	2
3	Sr CLERK	5200-20200	2800	0	0	0
4	Sr. Clerk/TK	5200-20200	2800	1	0	1
			TOTAL	12	8	4

STORE.

SN	CATEGORY	SCALE	G/PAY	BOS	ON ROLL	VACANCY
1	Ch.OS/G	9300-34800	4600	10	9	1
2	OS/G	9300-34800	4600	33	14	19
3	Sr. Clerk/G	5200-20200	2800	5	5	0
4	Jr. Clerk/G	9300-34800	4200	5	14	-9
			TOTAL	53	42	11

CHAPTER -III**CRITICAL ANALYSIS OF EXISTING WORK LOAD AND STAFF REQUIREMENTS :**

3.1. The activities and work load involved against Ministerial staff are already discussed in Chapter-II.

3.2. Redundancy of Work load Ministerial Staff due to introduction of P.Cs and working softwares.

Computerization of offices by providing P.Cs and Printers, has reduced the work load of ministerial staff and as per recent guidelines the ministerial categories are earmarked as diminishing category.

3.3 SUMMARY OF PROPOSED SURPLUS STAFF UNDER CWM/NBO's

1) MECHANICAL.

SN	CATEGORY	SCALE	G/PAY	BOS	ON ROLL	VACANCY	SURPLUS	Justification
1	Ch.OS/G	9300-34800	4600	17	16	1	0	Ministerial categories are earmarked as diminishing category vide GM(P)/MLG's letter no- E-59/III 4(C) Pt-V –B Dt- 16/10/2000 (Placed as Annex-2
2	OS/G	9300-34800	4600	30	27	3	2	
3	Sr. Clerk/G	5200-20200	2800	6	1	5	4	
4	Jr. Clerk/G	9300-34800	4200	1	1	0	0	
5	PEON	5200-20200	1800	3	2	1	1	
6	OS/TK	9300-34800	4200	9	8	1	1	
7	Sr. Clerk/TK	5200-20200	2800	0	0	0	0	
8	STENO-1	5200-20200	2800	4	3	1	1	
9	Sr. Typist	5200-20200	2400	1	0	1	1	
TOTAL				71	58	13	10	

ELECTRICAL:

SN	CATEGORY	SCALE	G/PAY	BOS	ON ROLL	VACANCY	SURPLUS	Justification
1	Ch.OS/G	9300-34800	4600	5	4	1	0	Ministerial categories are earmarked as diminishing category vide GM(P)/MLG's letter no- E-59/III 4(C) Pt-V –B Dt- 16/10/2000 (Placed as Annex-2
2	OS/G	9300-34800	4600	6	4	2	2	
3	Sr CLERK	5200-20200	2800	0	0	0	0	
4	Sr. Clerk/TK	5200-20200	2800	1	0	1	1	
			TOTAL	12	8	4	3	

STORE.

S N	CATEGORY	SCALE	G/PAY	BOS	ON ROLL	VACANCY	SURPLUS	Justification
1	Ch.OS/G	9300-34800	4600	10	9	1	0	Ministerial categories are earmarked as diminishing category vide GM(P)/MLG's letter no- E-59/III 4(C) Pt-V –B Dt- 16/10/2000 (Placed as Annex-2
2	OS/G	9300-34800	4600	33	14	19	11	
3	Sr. Clerk/G	5200-20200	2800	5	5	0	0	
4	Jr. Clerk/G	9300-34800	4200	5	14	-9	0	
			TOTAL	53	42	11	11	

OVERALL SUMMERY:

SN	CATEGORY	SCALE	G/PAY	BOS	ON ROLL	VACANCY	SURPLUS
1	Ch.OS/G	9300-34800	4600	32	29	3	NIL
2	OS/G	9300-34800	4600	69	45	24	15*
3	Sr. Clerk/G	5200-20200	2800	11	6	5	4
4	Sr.Clerk/Tk	5200-20200	2800	1	0	1	1
5	Jr. Clerk/G	9300-34800	4200	6	15	-9 (EXCESS)**	NIL
6	PEON	5200-20200	1800	3	2	1	1
7	OS/TK	9300-34800	4200	9	8	1	1
8	Sr.Typist	5200-20200	2800	1	0	1	1
9	STENO-1	5200-20200	2800	4	3	1	1
			TOTAL	136	108	28	24

*15 nos of Posts of OS/G are identified as surplus against existing vacancy of 24 nos. of Posts, to keep avenue of promotion of existing working strength 9 Posts of Jr. Clerk are operated in excess.

** 9 Posts of Jr. Clerk are operated in excess.

3.4. As discussed in above para 3.5, the study team observed that 24 nos of vacant posts of Ministerial categories and Peon (OS/G-15 posts Sr.Typist -1, Sr.Clerk/G- 4 posts, Sr.Clerk/TK-1 post, OS/TK-1 posts , Peon-1 posts & STENO-1 = Total - 24 Posts) are identified as surplus on the ground of diminishing category and proposed for surrender.

CHAPTER-IV
RECOMMENDATION

The study team has identified 24 nos of vacant posts of Ministerial categories and Peon (OS/G-15 posts Sr.Typist -1, Sr.Clerk/G- 4 posts, Sr.Clerk/TK-1 post, OS/TK-1 posts , Peon-1 posts & STENO-1 = Total - 24 Posts) are identified as surplus on the ground of diminishing category and proposed for surrender, which may be deleted from the working BOS.

CHAPTER-V
FINANCIAL IMPLICATION
EXPENDITURE / FINANCIAL SAVINGS PER ANNUM

5.0. The calculation of total expenditure Grade-wise is furnished below-

SN	Category	Pay Band	G/Pay	Basic Pay in Rs	Revised Pay as per 7 th CPC	Salary annum per in INR	Nos of posts proposed for surrender	Total amount in Rs
1	OS/G	9300-34800	4600	26,450	67,972	8,15,664	15	20,79,94,320
2	Sr. Clerk/G	5200-20200	2800	15,500	39,835	4,78,020	4	19,12,080
3	Sr.Clerk/Tk	5200-20200	2800	15,500	39,835	4,78,020	1	4,78,020
4	PEON	5200-20200	1800	14,500	37,265	4,47,180	1	4,47,180
5	OS/TK	9300-34800	4200	26,250	67,462	8,09,550	1	8,09,550
6	Sr.Typist	5200-20200	2800	15,500	39,835	4,78,020	1	4,78,020
7	Steno	5200-20200	2800	15,500	39,835	4,78,020	1	4,78,020
						Total		Rs 21,25,97,190
						TOTAL	24	Rs 2125.97 (Say)Lakhs/Annum

5.0. The calculation of total expenditure Grade-wise is furnished below-

5.1. PROJECTED FINANCIAL SAVINGS PER ANNUM

If the recommendation of this study be implemented, the financial savings per annum will be Rs. 2125.97 Lakhs (say) per annum.

CHAPTER - VI

6.0. READY RECKONER

Pay Band	Mean pay	GP	Basic Pay in Rs	M.F. of 7 th & CPC(2.57) revised Pay	Salary per annum in INR
9300-34800	22,050	4600	26,450	67,972	8,15,664
9300-34800	22,050	4200	26,250	67,462	8,09,550
5200-20200	12,700	2800	15,500	39,835	4,78,020
5200-20200	12,700	2400	15,100	38,807	4,65,684
5200-20200	12,700	2000	14,700	37,779	4,53,348
5200-20200	12,700	1900	14,600	37,522	4,50,264
5200-20200	12,700	1800	14,500	37,265	4,47,180