#### NORTHEAST FRONTIER RAILWAY



#### WORK STUDY REPORT ON

# REVIEW OF STAFF STRENGTH OF MINISTERIAL STAFF OF PCME/MLG'S OFFICE OF N.F. RAILWAY

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STUDY NO. WSNF/21/2020-21

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

**CENTRAL PLANNING ORGANISATION** 

N. F. RAILWAY/MALIGAON

**GUWAHATI - 781011.** 

#### **EXECUTIVE SUMMARY**

# SUBJECT: REVIEW OF STAFF STRENGTH OF MINISTERIAL STAFF OF PCME/MLG'S OFFICE OF N.F. RAILWAY

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

**AUTHORITY:** SDGM of N.F.Railway.

**CONCERN OFFICE:** PCME/MLG'S OFFICE **DEPARTMENT**: Mechanical

TERMS OF REFERENCE: To assess the requirements of Ministerial Staff Strength of

PCME/MLG's office.

NO. OF RECOMMENDATION: One

After critical examination of the workload and activities for the ministerial category under PCME/MLG's office a total **33 Nos posts** (Viz.08 Nos of OS, 04 Nos. Sr Clerk, 01 Nos. of Junior Clerk, 04 Nos. Steno-I, 04 Nos. General Assistant, 01 No. Duftry, 01 No. Sr. R/Sorter, 01 No. Jr R/sorter, 07 Nos. Jdr Peon & 02 Nos.Peon) are surplus, which may be surrendered and the BOS may be corrected accordingly.

PROJECTED MAN POWER SAVINGS: 33 Nos.

PROJECTED FINANCIAL SAVING: Rs. 250.31 Lakh per annum.

MONTH AND YEAR OF CIRCULATION: SEPTEMBER, 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 at Maligaon, Guwahati in the state of Assam, it is responsible for **rail** operations in the entire Northeast and parts of West Bengal and Bihar.

The Principal Chief Mechanical Engineer is the Head of the Mechanical Engineering Department. This office is responsible for the maintenance and upkeep of diesel locomotives, all types of coaches and wagons. The carriage and wagon workshops where periodic overhauling of coaches and wagons are carried out and the loco workshop where periodic overhauling of locomotives are undertaken are functions under the technical and administrative control of the PCME.

#### 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 Ministerial Staff Strength of PCME Office Under PCME/MLG

#### 1.4 METHODOLOGY:

- a) Collection of data relating to workload.
- b) Discussion with Dy. CME/HQ/MLG Cum Secy. to PCME & Subordinates and 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 Utpal Sarma, Dy CME/HQ/MLG Cum Secy. to PCME, Shri B. Phatowali, SSE/Drg/Mech/HQ & Shri D. Kakati Ch. OS/Mech/HQ for their kind guidance and co-operation for conducting this study.

#### **CHAPTER-II**

# 2.0 SUMMARY OF WORK LOAD

#### **Record Section:**

The following works undertaken under the supervision of Shri D Kakati, Ch.OS/G /HQ: It maintains the General records of all correspondences related to PCME/MLG/HQ's office.

| SN | CATEGORY      | SCALE      | G/PAY | ON ROLL |
|----|---------------|------------|-------|---------|
| 1  | Ch. OS        | 9300-34800 | 4600  | 1       |
| 2  | OS            | 9300-34800 | 4200  | 7       |
| 3  | General Asst. | 5200-20200 | 1800  | 3       |

## C & W Section:

The following works undertaken under the supervision of Shri M Basumatary, Ch. OS/C&W/HQ:

- Wagon & Coaching maintenance, Condemnation & new arrival of Coaches/ Wagon & submission to Railway Board.
- Disposal of condemned stock & generation of scrap.
- Policy related to condemnation BG wheel, scrap disposal etc.
- Preparation of MCDO, ST-4 (B)- break up position of coaching.
- Dealt with Passenger complaint, Green tribunal permission, Environment management etc.
- Report of Equipment failure, GM Narrative report, Tank Wagon, Yearly target, Military stock, Pit line, Workshop inspection, Maintenance of AC coaches, Rake link diagram, Pantry car maintenance, watering, Rajdhani Express failure/accident report, Fire extinguisher maintenance, Intensive cleaning, Mechanised laundry, maintenance of Bio toilet.
- Statutory cleaning of trains, maintenance of LHB coaches, Swachh Bharat Abhiyan, Automatic coach washing.
- Project Utkrist, Commercial allotment of coaches, speed of train, ICD/Amingaon, Linen, USG testing, Passenger amenities, Commercial publicity, E-Drishti (Dash board)

| SN | CATEGORY | SCALE      | G/PAY | ON ROLL |
|----|----------|------------|-------|---------|
| 1  | Ch. OS   | 9300-34800 | 4600  | 2       |
| 2  | OS       | 9300-34800 | 4200  | 3       |

#### **Diesel Section:**

The following works undertaken under the supervision of Shri L.K. Kalita, Ch. OS:

- This section maintains the records of total number of Diesel Engines, POH, Condemnation, procurement of Diesel Loco parts with Store.
- Loco failure statistics.
- After arrival of new diesel loco records are maintained.
- Daily outage, ineffectiveness of Diesel loco over N.F.Railway as well as foreign railway.

| SN | CATEGORY | SCALE      | G/PAY | ON ROLL |
|----|----------|------------|-------|---------|
| 1  | Ch. OS   | 9300-34800 | 4600  | _       |
|    |          |            |       | 1       |
| 2  | OS       | 9300-34800 | 4200  | 2       |

#### **Fuel Section:**

The following works undertaken under the supervision of Shri Govind Das, Ch. OS:

- This section liaises with RCD of 15 Nos.
- Requisition of fuel, Coal for TDH/Darjeeling
- Preparation of Statement related to RCD & onward submission to Railway Board.
- Monthly/Quarterly fuel consumption of Diesel shed & related correspondence of Bio-diesel.

| SN | CATEGORY | SCALE      | G/PAY | ON ROLL |
|----|----------|------------|-------|---------|
| 1  | Ch. OS   | 9300-34800 | 4600  | 2       |

#### R & L Section:

The following works undertaken under the supervision of Smt. T.C. Inurani, Ch.OS:

- Heritage/DHR, ART, ARME, Running staff training (PME, Refresher), Punctuality, Stalling case, Crew lobby, Running room Training programme of LP/ALP etc.
- Fog pass device, walkie talkie with S & T, CMS.

| SN | CATEGORY | SCALE      | G/PAY | ON ROLL |
|----|----------|------------|-------|---------|
| 1  | Ch. OS   | 9300-34800 | 4600  | 1       |
| 2  | OS       | 9300-34800 | 4200  | 1       |

#### **Workshop Section:**

The following works undertaken under the supervision of Smt. Ruma Bhowmick, Ch.OS:

- POH of Coach & Wagon, Procurement of stores Electrical/Mechanical.
- Procurement of WTA (wheel alignment), Scrap disposal, Union matters, Wagon TC, N.C. (neutral control) examination, Maint. of Roller Bearing, Officers training, Tenders, RSP items.

| SN | CATEGORY | SCALE      | G/PAY | ON ROLL |
|----|----------|------------|-------|---------|
| 1  | Ch. OS   | 9300-34800 | 4600  | 1       |
| 2  | OS       | 9300-34800 | 4200  | 2       |

#### **Budget Section:**

The following works undertaken under the supervision of Shri. L. Sharma, Ch.OS:

- Revised & Budget estimates, Final estimates, Bill passing of farms against supply of items P.O., Pay order, Imprest of Rs. 18000/- per month, PCME consignee bill, RSP & MSP bill passing, Revenue bill, Officers CUG dongle requirement.
- AMC bill upload on Vigilance portal, Audit, TC of Home Rail/Foreign Rail/Workshop, NMS, Unit cost of Workshop.

| SN | CATEGORY | SCALE      | G/PAY | ON ROLL |
|----|----------|------------|-------|---------|
| 1  | Ch. OS   | 9300-34800 | 4600  | 1       |
| 2  | OS       | 9300-34800 | 4200  | 2       |

#### **PMP Section:**

The following works undertaken under the supervision of Shri. B.B.Das, Ch.OS:

- Machinery planning, Workshop & Production unit planning, Works Under the Budget head 410 M&P, 4200 Works regarding Pit line, 2100 Rolling Stock programme.
- New line Gauge conversion, Doubling,

| SN | CATEGORY | SCALE      | G/PAY | ON ROLL |
|----|----------|------------|-------|---------|
| 1  | Ch. OS   | 9300-34800 | 4600  | 1       |
| 2  | OS       | 93D0-34800 | 4200  | 1       |

#### **General Section:**

The following works undertaken under the supervision of Shri. N.K. Chaudhury, Ch.OS:

- AMC of computers
- Compouter accessories condemnation.
- Procurement of PC with passing bill,
- Disposal of scrap
- PNM meeting, MCDO Quarters of Officers
- Officers Handing/taking over,
- Reward, court cases
- BSNL telephone
- Training of officers on PC
- Issue of Pass/PTO, Audit para etc.

| SN | CATEGORY        | SCALE      | G/PAY | ON ROLL |
|----|-----------------|------------|-------|---------|
| 1  | Ch. OS          | 9300-34800 | 4600  | 1       |
| 2  | OS              | 9300-34800 | 4200  | 3       |
| 3  | Jr Clerk        | 5200-20200 | 1900  | 1       |
| 4  | H/Ferro Printer | 5200-20200 | 1800  | 1       |

# **General Section:**

The following works undertaken under the supervision of Shri. N.K. Chaudhury, Ch.OS:

- AMC of computers
- Compouter accessories condemnation.
- Procurement of PC with passing bill,
- Disposal of scrap
- PNM meeting, MCDO Quarters of Officers
- Officers Handing/taking over,
- Reward, court cases
- BSNL telephone
- Training of officers on PC
- Issue of Pass/PTO, Audit para etc.

| SN | CATEGORY        | SCALE      | G/PAY | ON ROLL |
|----|-----------------|------------|-------|---------|
| 1  | Ch. OS          | 9300-34800 | 4600  | 1       |
| 2  | OS              | 9300-34800 | 4200  | 3       |
| 3  | Jr Clerk        | 5200-20200 | 1900  | 1       |
| 4  | H/Ferro Printer | 5200-20200 | 1800  | 1       |

#### **Control Section (Power):**

The following works undertaken under the supervision of Shri. N.J. Sarma, Ch. Power controller:

- Train operation.
- Locomotives movement, Accident, Stalling cases any unusual of Train operation
- Correspondence with Railway Board, Division/ other railways, FOIS, ICMS, Crew management, Loco shed.

| SN | CATEGORY | SCALE      | G/PAY | ON ROLL |
|----|----------|------------|-------|---------|
| 1  | OS       | 9300-34800 | 4200  | 4       |

#### **Miscellneous section under PCME:**

## > Chief OS of Mechanical department of PCME/MLG/HQ

| SN | CATEGORY | SCALE      | G/PAY | ON ROLL |  |
|----|----------|------------|-------|---------|--|
| 1  | Ch. OS   | 9300-34800 | 4600  | 1       |  |

#### > Typist of Mechanical department of PCME/MLG/HQ

- ➤ Carry out all typing job of entire PCME office
- 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.

| SN | CATEGORY  | SCALE      | G/PAY | ON ROLL |  |
|----|-----------|------------|-------|---------|--|
| 1  | Ch Typist | 5200-20200 | 2400  | 2       |  |

# > Steno of Mechanical department of PCME/MLG/HQ

Provide stenographic assistance to Officers & engaged with all official work.

| SN | CATEGORY  | CATEGORY SCALE |      | ON ROLL |  |
|----|-----------|----------------|------|---------|--|
| 1  | PS-II     | 9300-34800     | 4600 | 2       |  |
| 2  | Steno-I   | 9300-34800     | 4200 | 3       |  |
| 3  | Steno-III | 5200-20200     | 2400 | 3       |  |

# **Peon of Mechanical department of PCME/MLG/HQ**

Engaged with officers.

| SN | CATEGORY | SCALE      | G/PAY | ON ROLL |  |
|----|----------|------------|-------|---------|--|
| 1  | B/Peon   | 5200-20200 | 1800  | 7       |  |

# **▶** Motor Driver of Mechanical department of PCME/MLG/HQ

The Motor drivers are engaged with the work of pick up and dropping of officers and other dignitaries from residence to office & back including official duty with office vehicle. Now-a – days mostly all government vehicles are outsourced and there is little scope to appoint a new Motor Driver. Hence the vacant posts of M/driver easily can be surrender.

| SN | CATEGORY    | SCALE      | G/PAY | ON ROLL |
|----|-------------|------------|-------|---------|
| 1  | Sr Tech/MCM | 9300-34800 | 4200  | 3       |
| 2  | M/Driver    | 5200-20200 | 1900  | 5       |

# ON ROLL POSITION OF MINISTERIAL STAFF OF PCME OFFICE (As on 07/09/2020)

| SN | CATEGORY       | SCALE      | G/PAY      | BOS | ON   |
|----|----------------|------------|------------|-----|------|
|    |                |            |            |     | ROLL |
| 1  | Ch.OS          | 9300-34800 | 34800 4600 |     | 12   |
| 2  | OS             | 9300-34800 | 4200       | 42  | 25   |
| 3  | Sr. Clerk      | 5200-20200 | 2800       | 7   | 0    |
| 4  | Jr. CLERK      | 5200-20200 | 1900       | 4   | 1    |
| 5  | Ch. TYPIST     | 9300-34800 | 4200       | 2   | 2    |
| 6  | Sr. TYPIST     | 5200-20200 | 2400       | 0   | 0    |
| 7  | Ps/II          | 9300-34800 | 4600       | 2   | 2    |
| 8  | STENO-I        | 9300-34800 | 4200       | 10  | 3    |
| 9  | STENO-III      | 5200-20200 | 2400       | 3   | 3    |
| 10 | GENERAL ASST.  | 5200-20200 | 1800       | 7   | 3    |
| 11 | DUFTRY         | 5200-20200 | 1800       | 1   | 0    |
| 12 | Sr.R/SORTER    | 5200-20200 | 1900       | 1   | 0    |
| 13 | Jr. R/SORTER   | 5200-20200 | 1800       | 1   | 0    |
| 14 | JDR PEON       | 5200-20200 | 1800       | 7   | 0    |
| 16 | E/PEON         | 5200-20200 | 1800       | 7   | 7    |
| 17 | PEON           | 5200-20200 | 1800       | 2   | 0    |
| 18 | Sr. TECH-I/MCM | 9300-34800 | 4200       | 2   | 3    |
| 19 | M. DRIVER-I    | 5200-20200 | 2800       | 3   | 0    |
| 20 | M. DRIVER-II   | 5200-20200 | 2400       | 1   | 0    |
| 21 | M. DRIVER-III  | 5200-20200 | 1900       | 2   | 5    |
| 22 | Hd. F/PRINTER  | 5200-20200 | 1800       | 1   | 1    |
|    |                | Total      | 119        | 67  |      |
|    |                |            |            |     |      |

#### **CHAPTER-III**

# 3.0 <u>CRITICAL ANALYSIS OF EXISTING WORKLOAD AND STAFF REQUIREMENTS:</u>

## 3.1 **REQUIREMENT OF STAFF:** (Ref. Para 2.0 of chapter II)

#### > Ch. OS WORK LOAD:

This category is entrusted to look after establishment matters of staff, attendance and stores correspondence. Based on the sanctioned strength he should review periodically to account for the workload and consequently update the competence and adequacy of the staff at PCME 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 14. The on roll strength 12 & 02 posts are vacant. As being Ch. OS is promotional category, surrender proposal not initiated for this category.

#### > OS/G WORK LOAD:

The job of Ch. OS & OS is almost parallel only the Ch.OS act as in-charge of the section, where available.

Against the sanctioned strength of 42 Nos of OS/G posts, presently this office is running with 25 Nos. of OS/G and keeping 17 Nos. of post vacant.

## The detailed calculation is appended below:

- (i) LDCE quota of **OS/G** is 20 % of sanctioned strength 42 is nearly 8.4 nearly 08 posts.
- (ii) DP quota of **OS/G** is 80 % is nearly 34 posts, but present incumbency of this office is Sr Clerk-01 & Jr Clerk-Nil. Therefore, at present scenario maximum 01 person can be promoted to **OS/G**, on this basis a total 08 (LDCE) + 01 (On Roll Sr Clerk) + 25 ( OS on roll) = 34 posts are adequate to run the PCME office. Hence, (42–34) = **08 Nos. of OS/G category is recommended for surrender.**

#### **WORK LOAD OF SR. CLERK:**

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. They also work as per the instruction of Ch. OS/OS.

Against the sanctioned strength of 07 Nos of Senior clerk posts, presently this office is running with 01 Sr. Clerk.

#### The detailed calculation is appended below:

- (i) DR quota of <u>Sr Clerk</u> is 20 % of sanctioned strength 07 is 1.4 which is nearly 02 posts. At present 06 posts are vacant and on discussion with Ch OS/G/HQ/MLG at PCME's office there is no indent for selection. Considering other aspects the study team recommends to surrender 02 posts of DR quota of this category.
- (ii) DP quota **Sr Clerk** is 80 % which is nearly 06 posts and presently all posts are vacant. Also present incumbency of Jr Clerk is 01. As per present scenario maximum 01 person can be promoted to **Sr Clerk**. On this basis the BOS become 02 (DR quota) + 01 (DP) = 03 posts.
- (iii) Therefore a total 04 posts of Sr Clerk category is recommended for surrender.

#### **WORK LOAD OF JR. CLERK:**

This category is the assistance category of Ch OS/OS & Sr Clerk. He will maintain the records of establishment matters of staff, attendance, all establishment and stores correspondence .

Against the sanctioned strength of 04 Nos of Junior clerk posts, presently this office is running with 01 No. Junior clerk.

#### The detailed calculation is appended below:

- (i) The DR quota of <u>Jr Clerk</u> is 50 % of sanctioned strength 04 is nearly 02 posts. These posts are vacant since long and considering other aspects the study team recommends to surrender at least 01 post of DR quota of this category.
- (ii) The LDCE quota <u>Jr Clerk</u> is 16- 2/3 % of sanctioned strength 04 is 0.42 posts. The DP quota <u>Jr Clerk</u> is 33- 1/3 % of sanctioned strength 04 is 0.44 . Therefore, LDCE + DP quota stands 0.42 + 0.44 = 0.86 nearly 01 post.
- (iii) On this basis a total DR quota 01 + LDCE & DP quota 01 + 01 (On Roll) = 03 posts are adequate to run this office. Hence, (04 03) = 01 No. of Jr Clerk category can be recommended for surrender.

### WORK LOAD OF STENO- I:

This category is attached with Officer for taking dictation for typing important letters. He also look after the Officer's on duty movement, programme of emergency duty, Air Ticket arrangement etc. But now a days this job is accomplished by PS of that concerned officer with the help of on line booking and internet service which is readily available at each & every section. Hence, this category has no any vital utility.

The present sanction strength of **Steno I is 10 and manned by 03 Stenos**, keeping 07 posts **vacant**. The **present incumbency of Steno-III is 03 Nos**, **who are all can be promoted to Steno-I**. Considering this the BOS becomes 03 (on roll) + 03 (can be promoted) = 06 posts may e kept aside and 04 posts are vacant of Steno-I which can be surrendered & deleted from BOS.

#### WORK LOAD OF GENERAL ASSISTANT:

This category is engaged for all kind of office related work, despatch/receive office letters etc. Now-a –days mostly all these works are accomplished **by e-office**. Presently this office is maintained by 03 Nos. General Assistant .

The present Sanctioned staff strength is 07 and 04 nos are lying vacant, which easily can be surrendered.

Therefore, 04 vacant post of General Assistant is recommended for surrender

#### **WORK LOAD OF DUFTRY, SR. R/SORTER, JR. R/SORTER, JDR PEON & PEON:**

This entire category is engaged for office assistance job like Xerox, office dusting, files keeping in record room and taking out that files when required and other General assistant job. Now-a-days this category is also considered in **General Assistant category vide Memorandum No. 10(EQ)/2020 dated 07/01/2020 issued by GM (P) NF Railway/Maligaon**.

Now-a-days the work load of this category has been reduced, as the stipulated work has become generalized & E-office is introduced. **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 **Duftry is** 01, Sr R/sorter-01, Jr R/sorter-01, Jdr Peon 07 & Peon -02 which becomes a total 12 Nos and all are **vacant, hence these post 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 BOS and proposed surplus staff for the Ministerial category earmarked for surrender are tabulated below:

| SN  | CATEGORY     | LEVEL          | SANCTI<br>ON | ON<br>ROLL | VACANCY | PROPOSED<br>BOS | PROPOSED<br>SURRENDER |
|-----|--------------|----------------|--------------|------------|---------|-----------------|-----------------------|
| 1.  | OS           | L-6<br>GP 4200 | 42           | 25         | 17      | 34              | 08                    |
| 2.  | Sr. Clerk    | L-5<br>GP 2800 | 07           | 0          | 07      | 03              | 04                    |
| 3.  | Jr. Clerk    | L-2<br>GP 1900 | 04           | 01         | 03      | 03              | 01                    |
| 4.  | Steno-I      | L-6<br>GP 4200 | 10           | 03         | 07      | 06              | 04                    |
| 5.  | Gen.Asst     | L-1<br>GP 1800 | 07           | 03         | 04      | 03              | 04                    |
| 6   | Duftry       | L-1<br>GP 1800 | 01           | 0          | 01      | 0               | 01                    |
| 7   | Sr R/Sorter  | L-1<br>GP 1800 | 01           | 0          | 01      | 0               | 01                    |
| 8   | Jr. R/Sorter | L-1<br>GP 1800 | 01           | 0          | 01      | 0               | 01                    |
| 9   | JDR Peon     | L-1<br>GP 1800 | 07           | 0          | 07      | 0               | 07                    |
| 10. | Peon         | L-1<br>GP 1800 | 02           | 0          | 02      | 0               | 02                    |
|     |              | Total          | 82           | 32         | 50      | 49              | 33                    |

Total Proposed surrender of Ministerial category under PCME/MLG identified as 33 Nos.

# **CHAPTER-V**

#### **5.0 RECOMMENDATION:**

After critical examination of the workload and activities for the ministerial category under PCME/MLG's office a total **33 Nos posts** (Viz.08 Nos of OS, 04 Nos. Sr Clerk, 01 Nos. of Junior Clerk, 04 Nos. Steno-I, 04 Nos. General Assistant, 01 No. Duftry, 01 No. Sr. R/Sorter, 01 No. Jr R/sorter, 07 Nos. Jdr Peon & 02 Nos.Peon) are surplus, which may be surrendered and the BOS may be corrected accordingly.

# 6.0 <u>CHAPTER-VI</u> EXPENDITURE / FINANCIAL SAVINGS PER ANNUM

The expenditure involved in surplus posts per annum is as follows-

| SN | NAME OF<br>POST | PAY<br>LEVEL   | MEAN<br>PAY | DA 17<br>% | VALUE<br>PER<br>MONTH | NO.<br>OF<br>POSTS | VALUE PER<br>ANUM                  |  |
|----|-----------------|----------------|-------------|------------|-----------------------|--------------------|------------------------------------|--|
| 1  | OS              | L-6<br>GP 4200 | 73900       | 12563/-    | 86463/-               | 08                 | 08 X 12 X 86463/-<br>= 83,00,448/- |  |
| 2  | Sr. Clerk       | L-5<br>GP 2800 | 60750       | 10327      | 71077/-               | 04                 | 04X 12X 71077/-<br>=34,11,696/-    |  |
| 3  | Jr. Clerk       | L-2<br>GP 1900 | 41550       | 7063/-     | 48613/-               | 01                 | 01 X 12 X 48613/-<br>=5,83,356/-   |  |
| 4  | Steno-I         | L-6<br>GP 4200 | 73900       | 12563/-    | 86463/-               | 04                 | 04 X12 X 86463/-<br>=41,50,224/-   |  |
| 5  | Gen.Asst        | L-1<br>GP 1800 | 37450       | 6366/-     | 43816/-               | 04                 | 04 X 12 X 43816 =<br>21,03,168/-   |  |
| 6  | Duftry          | L-1<br>GP 1800 | 37450       | 6366/-     | 43816/-               | 01                 | 01 X 12 X 48613/-<br>=5,83,356/-   |  |
| 7  | Sr R/Sorter     | L-1<br>GP 1800 | 37450       | 6366/-     | 43816/-               | 01                 | 01 X 12 X 48613/-<br>=5,83,356/-   |  |
| 8  | Jr.<br>R/Sorter | L-1<br>GP 1800 | 37450       | 6366/-     | 43816/-               | 01                 | 01 X 12 X 48613/-<br>=5,83,356/-   |  |
| 9  | JDR Peon        | L-1<br>GP 1800 | 37450       | 6366/-     | 43816/-               | 07                 | 07 X 12 X 43816=<br>36,80,544/-    |  |
| 10 | Peon            | L-1<br>GP 1800 | 37450       | 6366/-     | 43816/-               | 02                 | 02X12X43816/-=<br>10,51,584/-      |  |
|    | Total           |                |             |            |                       |                    | 2,50,31,088/-                      |  |

Total surplus = 33 posts

Projected Recurring saving / annum = Rs.250.31 lakhs.

# CHAPTER - VII

# 7.0 <u>READY RECKONER as per VII CPC</u>

| SN | Level   | First | Last pay | Mean pay | DA      | Monthly in | Yearly in |
|----|---------|-------|----------|----------|---------|------------|-----------|
|    |         | Pay   |          | monthly  | 17 %    | Rs.        | 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/- |

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