

NORTHEAST FRONTIER RAILWAY



**WORK STUDY REPORT ON
REVIEW OF STAFF STRENGTH OF MINISTERIAL STAFF
OF OPERATING DEPTT. UNDER PCOM/MLG OF N.F.
RAILWAY**

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STUDY NO. WSNF/29/2020-21

CASE NO. Z/375/10/29/20-21

CENTRAL PLANNING ORGANISATION

N. F. RAILWAY/MALIGAON

GUWAHATI - 781011.

EXECUTIVE SUMMARY

SUBJECT: REVIEW OF STAFF STRENGTH OF MINISTERIAL STAFF OF OPERATING DEPTT. UNDER PCOM/MLG OF N.F. RAILWAY

STUDY NO: WSNF/27/20-21

CASE NO: Z/375/10/27/20-21

AUTHORITY: SDGM of N.F.Railway.

CONCERN OFFICE: PCOM/MLG'S OFFICE

DEPARTMENT: OPERATING

TERMS OF REFERENCE: To assess the requirements of Ministerial Staff Strength of PCOM/MLG's office Under PCOM/MLG

NO. OF RECOMMENDATION: One

After critical examination of the workload and activities a total **23 Nos posts** (Viz.06 Nos of OS, 06 Nos. Sr Clerk, 03 Nos. of Junior Clerk, 01 No. Chief Typist, 01 No. Sr Scientific Supervisor, 01 No.M/Driver-III, 01 No. G/Operator, 01 No. R/Sorter, 02 Nos. Jdr Peon & 01 No.M Khalasi/Helper,) are surplus under PCOM/MLG, which may be surrendered and the BOS may be corrected accordingly.

PROJECTED MAN POWER SAVINGS: 23 Nos.

PROJECTED FINANCIAL SAVING: Rs.187.15 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, it is responsible for **rail** operations in the entire Northeast and parts of West Bengal and Bihar. This office is centralized authority to co-ordinate, direct and control freight and passenger train operations & also the freight marketing of the railway system. All major railway users co-ordinate with the Principal Chief Operations Manager's Office to develop their railway facilities.

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 PCOM Office Under PCOM/MLG

1.4 METHODOLOGY:

- a) Collection of data relating to workload.
- b) Discussion with Dy COM/HQ/MLG & 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 **Sri Partha Sarathy Seal, Dy COM/HQ/MLG, Sri Mukul Kumar, TI/MPP/MLG** for their kind guidance and co-operation for conducting this study.

CHAPTER-II

2.0 SUMMARY OF WORK LOAD

Pivot & Dispatched

| SN | Name of staff | Desig | Allotted work | Remarks |
|----|----------------------|-------|--|--------------------------------|
| 1 | Smt. Keka rani Singh | OS | Deals with receiving & dispatching of letters | Retirement 31-12-20 |
| 2 | Smt. Kamini Deka | Ch.OS | Monthly absent statement. Maintenance of 120 staffs files. attendance register 1 to 7 nos. Name of 120 staff billing holiday period. Maintenance of register CL & RH for all staff. Medical file & Medical Card, sick memo file ,TA & Contingent bill. Staff file Training, Sparing, Selection & Retired and also Officer order file, Union,Hindi & Circular files | Retirement 31-12-22 |
| 3 | Sri R.B. Mahato | OS | Dealing with pass , PTO all Officers & Staff and arranging of DAK Pads of all Officers. Maintenance of Inward and outward file movement & Divisions file.. | Retirement 31-07-26 |
| 4 | Miss. Mithu Bhowmick | OS | Receiving and posting of letter in register & dispatching of letter as & when required. | Retirement 28-02-26 |

Meeting section

| SN | Name of staff | Desig | Allotted work | Remarks |
|----|-----------------|-------|---|--------------------------------|
| 1 | Smt. J.B. Mali | OS | GM Inspection, Open line & Construction and PCOM's Inspection and its compliances deals with PNM, both the Unions,ZRUCC, Quarter allotment, Action taken report. | Retirement 31-01-21 |
| 2 | Sri N.M.Singh | OS | CA III references besides planning related pending files. Public Grievance, Nivaran , inspection of MT/AMT. and other HOD's Deals with meeting section related RTI, Tweeter and other confidential matter required immediate action | Retirement 01-04-34 |
| 3 | Sri Manik Rabha | OS | All schedule of Inspection of Operating officers and HQ level officers and their compliance on monthly basis, all representation to GM & PCOM All matter related to Audit Para's , Audit inspection Sr. DOM's conference. AGM Inspection & its compliance, all memorandums etc. | Retirement 31-03-28 |

Rule Section

| SN | Name of staff | Desig | Allotted work | Remarks |
|----|------------------|-------|--|--------------------------------|
| 1 | Smt. Raju Baruah | Ch.OS | Stock maintain of all Rule books i.e G&SR, Accident Manual, Operating Manual & Block working Manual and Amendment/correction slips. Stock maintain of all SWRs of NFR. | Retirement 29-02-23 |

Store Section

| SN | Name of staff | Desig | Allotted work | Remarks |
|----|----------------|-------|---|--------------------------------|
| 1 | Sri S.Das | Ch.OS | Preparation proposal for finance vetting Procurement of furniture, preparation of requisition, correspondence of audit & accounts inspection issue of clearance certificate to retired staffs and preparations of Budget. | Retirement 30-09-24 |
| 2 | Sri Kishor Das | OS | All correspondence reg. hiring of all types of Vehicle for officers use and Petrol Imprest. | Retirement 31-03-27 |
| 3 | Sri Amar Das | OS | All correspondence regarding procurement of PC, Printers,Laptops and condemnation there after on expiry of codal life keeping accountable of stock item. | Retirement 31-03-31 |
| 4 | Sri Tarun Das | OS | Distribution of materials, attendance at DCOS/PNO and CDMS/GHY for collection of supply materials as and when required. | Retirement 31-01-35 |

Train Running Coaching

| SN | Name of staff | Desig | Allotted work | Remarks |
|----|-----------------------|-----------|--|--------------------------------|
| 1 | Smt. Dulumoni Kalita | OS | Parliament Question, traffic block cancellation & rescheduling of trains, Security,Punctuality, Policy matter correspondence and Punctuality Drive, NI work etc. | Retirement 30-09-30 |
| 2 | Miss Aranyanee Gogoi | Sr. Clerk | Assets & equipment failure, Detention to trains correspondence on bandh, Agitation, strikes etc. other Misc cases. | Retirement 30-09-52 |
| 3 | Sri Dilip Kumar Lenka | Sr. Clerk | Position for AGM's meeting & its compliance, Caution Order preparation of rescheduling Diversion & Short termination position | Retirement 30-06-34 |

Emergency Section

| SN | Name of staff | Desig | Allotted work | Remarks |
|----|---------------|-------|---|--------------------------------|
| 1 | Sri P.C.KUmar | OS | Monthly MCDO position. Dealing of VP/VPU,RMC departmental and others and assist both the TI/Emg | Retirement 31-12-20 |

Train Coaching Reservation

| SN | Name of staff | Desig | Allotted work | Remarks |
|----|--------------------------|-------|---|--------------------------------|
| 1 | Mr. Sribash Ranjan Dey, | OS | Dealing with Running of Special Trains (Clear Extra Rush, Summer Rush, Puja Rush etc.). Parliament Question, Policy matters, RTI Dealing with Audit Para. Maintained all kind of Register, Preparation of all kind of Position, Preparation of position and sent to Railway Board Monthly, Quarterly & Weekly. Allotment of Extra Coaches/Special Train of Private Parties on FTR Haulage of extra Coaches/Special Trains of Foreign Railways / Private parties etc. Dealing with all kinds of Exhibition Train (Science Express, Red Ribbon Express and Bharat Darshan train). | Retirement 31-12-20 |
| 2 | Mr. Pabitra Chandra Das, | OS | Dealing with allotment of Extra Coaches to Military, CRPF, BSF, CISF, ITBP, Police Parties. Allotment of Extra Coaches for Govt. Remittance of RBI, Assam Police etc. Dealing with Election Movement ,Charter Train, and etc. Dealing with allotment of Special Train/Coaches for IRCTC and Haulage of same for other Railways on FTR RPSF/RPF parties, Sports Team, Scouts and Guides, Students Parties, Railway Employees Old age /Children Camp, Marriage parties, NCC, allotment of Extra Coach/Special Train to Religious parties, Haulage of extra coaches, of other Railways etc Allotment of coaches to RPSF/RPF parties, Sports Team, Scouts and Guides, Students Parties, Railway Employees Old age /Children Camp, , allotment of Extra Coach/Special Train to Religious parties, Haulage of extra coaches, of other Railways etc In addition of this Typing/Printing all kinds of Notification, Messages in respect of special Trains, Extra Coaches, Parliament Question, Board Position etc. in Computer. | Retirement 31-01-22 |
| 3 | Mr. Dilip Sarkar | OS | Dealing with allotment of Inspection Carriage, Preparation of GM'S inspection Special, MR Special, CRS programme etc. Dealing with attaching of Extra Coaches on PPM demand and haulage of same other Railways. . Temporary Augmentation. Preparation of position and sent to Railway | Retirement 31-03-27 |

| | | | | |
|--|--|--|--|--|
| | | | Board every month on PPM, Preparation of position and sent to CCM/MLG every day regarding PPM. Updated position of Coach/Trains in Rail Net every day. Allotment of Coach and Special Train to Mazdoor/Employees Union. | |
|--|--|--|--|--|

Transportation Coaching

| SN | Name of staff | Desig | Allotted work | Remarks |
|----|----------------------------|-------|---|--------------------------------|
| 1 | Smt. Bhaswati Guha Roy | Ch.OS | Correspondence with Boards, all Coaching stock viz augmentation of coaches, DEMU/MEMU coaches, LHB trains, 24/26 coaches and CRS sanction,Parliament Question, RTI,MP/MLA/VIP and public grievance Rajdhani Express, Audit Inspection CA-III references, compliance to Inspection and other periodical meeting. | Retirement 30-04-21 |
| 2 | Smt. Naila Lakshimi kakati | OS | Allotment of dining & pantry cars all related correspondence reg: Intercity Express, maintenance of coaches over foreign Rly & N.F.Railway and preparation of MCDO | Retirement 31-08-28 |
| 3 | Sri Devananda Das | OS | Correspondence with Inter Railway financial adjustment of coaches, Preparation of Rake link, preparation of monthly position of damaged/condemned coaches. | Retirement 28-02-35 |

Tank & ODC

| SN | Name of staff | Desig | Allotted work | Remarks |
|----|------------------|-------|--|--------------------------------|
| 1 | Smt. Runu Kakati | OS | All Correspondence reg: sanction of ODC with co-ordination of CE/MLG All correspondence & policy matter re: movement & utilization of POL including block rake,Tnk wagon etc. | Retirement 31-12-24 |

Periodical Confidential Demi Official Letters

| SN | Name of staff | Desig | Allotted work | Remarks |
|----|---------------------|-------|---|--------------------------------|
| 1 | Smt. Ranju Sarma | OS | All Correspondence on wagon turn round. Monthly statistical statement maintenance of register for open stock, commodity wise loading and loss of loading. | Retirement 31-08-25 |
| 2 | Smt. Runjun Kachari | OS | All assistance required vide DRM/MCDO maintenance of all register relating to loading position & statistical statement. Collection & compilation of remarks and position for monthly MCDO to Board and MT Preparation of Annual narrative report for GM Pre. of monthly appreciation report. All shield and awards correspondence. | Retirement 29-02-28 |

Inter Change

| SN | Name of staff | Desig | Allotted work | Remarks |
|----|----------------------|-------|---|--------------------------------|
| 1 | Smt. Jumi Saikia | OS | Wagon Census & its policies, Wagon hiring over N.F.Rly, Budget & financial adjustment, all infective wagon & rake holding etc. | Retirement 28-02-38 |
| 2 | Sri K.C.Lalchanmawia | OS | BG brake Van & its census,POH & ROH, all Military stock, all meeting & audit & accounts related reply, day wise wagon updating position through FOIS. | Retirement 31-01-53 |

Training Running Goods

| SN | Name of staff | Desig | Allotted work | Remarks |
|----|------------------------|-------|--|--------------------------------|
| 1 | Sri Ratneswar Deka | OS | All correspondence relating to preparation of 10 hours duty rule of running staffs, crew link and pre departure detention. Running of goods train on hill section Goods train detention shunting pilot, scheduling of Diesel Power, fuelling, track machine shunting pilot. Work study Reports etc. | Retirement 30-06-22 |
| 2 | Smt. Anurupa Chowdhary | OS | Maintenance of all circular & Parliament Question. All matter related to running of goods trains. Goods service ,restriction including Locomotives utilization. | Retirement 31-07-26 |

Traffic Goods

| SN | Name of staff | Desig | Allotted work | Remarks |
|----|------------------------|-------|--|--------------------------------|
| 1 | Smt.Anjana Chakraborty | OS | Movement of Paper Cement, Maize fertilizer Dolochips, Bamboo, Boulder, Timber, Perishable goods, Scrap disposal, etc. preparation of remarks related to ZRUCC and public representation, and other meeting. | Retirement 31-11-20 |
| 2 | Smt. Uttara Devi | OS | Movement of sugar & salt Container movement, Restriction, FCI Wagon detention, Movement of Mili traffic, Station working hours and its policies etc. Parliament Business, Audit Para, RTI, JPO related to TG. Weigh Bridge, Priority schedule, Freight Rebate, FCI food grain movement, Coal movement, Coal Court case, booking interception, Diversion of goods train etc. | Retirement 28-02-21 |

Time Table

| SN | Name of staff | Desig | Allotted work | Remarks |
|----|---------------------|-------|---|--------------------------------|
| 1 | Sri C.S. Laskar | OS | All correspondence on preparation and printing of Time table of all Mail/Express/Passengers | Retirement 31-12-28 |
| 2 | Sri Bibhash Ch. Dey | OS | Trains services over N.F.R & its neighboring Railways and on stoppage/introduction of trains/new trains etc. and its related matter | Retirement 31-08-31 |
| 3 | Sri C.K. Raju | OS | | Retirement 20-11-32 |

2.2 ON ROLL POSITION OF THE PCOM OFFICE (As on 01/05/2020)

| SN | Category | Level | Sanction | On Roll | Vacancy |
|----|---------------------------------|----------|-----------|-----------|-----------|
| 1 | Ch. OS | 7 | 16 | 11 | 05 |
| 2 | OS | 6 | 44 | 32 | 12 |
| 3 | Sr. Clerk | 5 | 13 | 3 | 10 |
| 4 | Jr. Clerk | 2 | 6 | 0 | 6 |
| 5 | PS-II | 7 | 3 | 2 | 1 |
| 6 | Steno-I | 6 | 4 | 3 | 1 |
| 7 | Steno-III | 4 | 1 | 0 | 1 |
| 8 | OS/Typist | 7 | 2 | 0 | 2 |
| 9 | Chief Typist | 6 | 2 | 1 | 1 |
| 10 | Ch Trains Clerk | 6 | 5 | 3 | 2 |
| 11 | Sr Trains Clerk | 4 | 1 | 0 | 1 |
| 12 | Scientific Supervisor-II | 7 | 1 | 0 | 1 |
| 13 | Sr Tech/Notor | 6 | 1 | 1 | 0 |
| 14 | M/Driver-I | 5 | 1 | 0 | 1 |
| 15 | M/Driver-II | 4 | 1 | 1 | 0 |
| 16 | M/Driver-III | 2 | 1 | 0 | 1 |
| 17 | G/Operator | 2 | 1 | 0 | 1 |
| 18 | R/Sorter | 1 | 1 | 0 | 1 |
| 19 | JDR Peon | 1 | 9 | 7 | 2 |
| 20 | Peon | 1 | 8 | 6 | 2 |
| 21 | E/Peon | 1 | 10 | 10 | 0 |
| 22 | M/Khalasi Helper | 1 | 1 | 0 | 1 |
| | | Total | 132 | 80 | 52 |

CHAPTER-III

3.0 CRITICAL ANALYSIS OF EXISTING WORKLOAD AND STAFF REQUIREMENTS:

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

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 PCOM 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 44 Nos of OS/G posts, presently this office is running with 32 Nos. of OS/G and keeping 12 Nos. of post vacant. Therefore, work study team proposed BOS as 38 Nos. by keeping in view of promotional avenue and future expansion of work load.

On going through the workload of this category, the study team opined that **06 Nos. of OS/G post is surplus & may be recommended for surrender.**

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.

Against the sanctioned strength of 13 Nos of Senior clerk posts, presently this office is running with 03Nos. of Sr. Clerk . Keeping in mind of promotional avenue and future expansion of work load out of **10 vacant posts only 06 Nos of Sr Clerk can be easily surrendered..**

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 06 Nos of Junior clerk posts, presently this office is running without any Jr. Clerk and keeping all 06 Nos. of post vacant. Therefore, work study team proposed BOS as 03 Nos .by keeping in view of promotional avenue and future expansion of work load .

Hence, the study team opined that **03 Nos. of Junior clerk posts is surplus & may be recommended for surrender.**

WORK LOAD OF CHIEF TYPIST:

This category is engaged for typing job but now a days 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 02 and 01 post is manned keeping **01 vacant post can be easily surrender & deleted from BOS.**

WORK LOAD OF SCIENTIFIC SUPERVISOR:

This category is engaged for supervising job but now a days this job is accomplished by TIs, which is readily available at each & every section. Hence, this category has no any vital utility. The present sanction strength of **Scientific Supervisor 01 and vacant since long, hence this post can be easily surrender & deleted from BOS.**

WORK LOAD OF M/DRIVER-III:

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.

At present the total Sanctioned staff strength 01 and lying vacant, hence easily can be surrendered.

Therefore, 01 vacant post of M/Driver-III is recommended for surrender

WORK LOAD OF G/OPERATOR:

This category is engaged for cyclostyle job manually but now a days this job is accomplished by Xerox/PC, which is readily available at each & every section. Hence, this category has no any vital utility. The present sanction strength of **G/Operator 01 and vacant since long, hence this post can be easily surrender & deleted from BOS.**

M KHALASI/HELPER WORK LOAD:

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.

Hence, the study team opined that **01 No. vacant M Khalasi/Helper post is surplus & may be recommended for surrender.**

WORK LOAD OF RECORD SORTER:

This category is employed to assist the OS/Sr clerk for maintaining office day to day working. They are employed to keep the vital record of official documents in proper manner & exhibit the same as and when it is required. The same is being done by any Gr. C or Gr. D staff. Hence, this category has no any vital requirement. Moreover, this category of R/Sorter **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.**

Hence, the study team opined that **01 No. vacant Record Sorter post is surplus & may be recommended for surrender.**

WORK LOAD OF JDR PEON:

This category is presently employed to look after the cleaning activity in office premises & now a days this is done by Janitor/HQ through contractor agency. Hence, this category having no viable importance and may be easily surrendered.

The sanctioned strength of this category is 09 and 02 posts are vacant. 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.**

Therefore, 02 vacant posts of JDR Peon is recommended for surrender.

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 OS/G,Jr Clerk/G, Tindal,Helper & Peon are tabulated below :

SUMMARISED STRENGTH OF SGUJ/D/STORE WITH ON ROLL & PROPOSED SURRENDER

| SN | CATEGORY | LEVEL | SANCTION | ON ROLL | VACANCY | PROPOSED BOS | PROPOSED SURRENDER |
|----|--------------------------|-------|----------|---------|---------|--------------|--------------------|
| 1. | OS | 6 | 44 | 32 | 12 | 38 | 06 |
| 2. | Sr. Clerk | 5 | 13 | 3 | 10 | 07 | 06 |
| 3. | Jr.Clerk | 2 | 6 | 0 | 6 | 03 | 03 |
| 4. | Chief Typist | 6 | 2 | 1 | 1 | 0 | 01 |
| 5. | Scientific Supervisor-II | 7 | 1 | 0 | 1 | 0 | 01 |
| 6 | M/Driver-III | 2 | 1 | 0 | 1 | 0 | 01 |
| 7. | G/Operator | 2 | 1 | 0 | 1 | 0 | 01 |
| 8. | R/Sorter | 1 | 1 | 0 | 1 | 0 | 01 |
| 9 | JDR Peon | 1 | 9 | 7 | 2 | 07 | 02 |
| 10 | M/Khalasi Helper | 1 | 1 | 0 | 1 | 0 | 01 |
| | | Total | 79 | 43 | 36 | 55 | 23 |

Total Proposed surrender under PCOM/MLG identified as 23 Nos.

CHAPTER-V

RECOMMENDATION:

5.0 After critical examination of the workload and activities a total **23 Nos posts** (Viz.06 Nos of OS, 06 Nos. Sr Clerk, 03 Nos. of Junior Clerk, 01 No. Chief Typist, 01 No. Sr Scientific Supervisor, 01 No.M/Driver-III, 01 No. G/Operator, 01 No. R/Sorter, 02 Nos. Jdr Peon & 01 No.M Khalasi/Helper,) are surplus under PCOM/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/- | 06 | 06 X 12 X 86463/- = 62,25,336/- |
| 2 | Sr. Clerk | L/5 | 60750 | 10327 | 71077/- | 06 | 06X 12X 71077/- =51,17,544/- |
| 3 | Jr.Clerk | L/2 | 41550 | 7063/- | 48613/- | 03 | 03 X 12X48613/- = 17,50,068/- |
| 4 | Chief Typist | L/6 | 73900 | 12563/- | 86463/- | 01 | 10,37,556/- |
| 5 | Scientific Supervisor-II | L/7 | 93650 | 15920/- | 109570/- | 01 | 13,14,840/- |
| 6 | M/Driver-III | L/2 | 41550 | 7063/- | 48613/- | 01 | 5,83,356/- |
| 7 | G/Operator | L/2 | 41550 | 7063/- | 48613/- | 01 | 5,83,356/- |
| 8 | R/Sorter | L/1 | 37450 | 6366/- | 43816/- | 01 | 5,25,792/ |
| 9 | JDR Peon | L/1 | 37450 | 6366/- | 43816/- | 02 | 02 X 12 X 43816/- =10,51,584/- |
| 10 | M/Khalasi Helper | L/1 | 37450 | 6366/- | 43816/- | 01 | 5,25,792/ |
| Total | | | | | | 23 | 1,87,15,224/- |

Total surplus = 23 posts

Projected Recurring saving / annum = Rs.187.15 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/- |

NORTHEAST FRONTIER RAILWAY

Office of the
General Manager/Plg.
Maligaon, Guwahati-11

No. **Z/375/10/29/20-21/**

Dated 05.06.2020

TO,

PCOM/HQ/MLG
N.F.Railway

Sub: Review of Ministerial Staff Strength of Operating Department
under PCOM/HQ/MLG of N.F.Railway (Work Study No. WSNF/29/20-21)

Work study on the referred subject had been conducted and the same is duly approved by SDGM/NFR. The report/outcome of the same is sending herewith for your kind information & necessary action please.

The study team has recommended for surrendering of 23 vacant posts under your control. Hence, you are requested to initiate the surrender proposal to meet Railway Board target.

DA: Study Report (15 pgs).

(L.R.WARY)
Efficiency Officer
for General Manager/Plg.

Copy to:

1. Dy. COM/HQ/MLG
 2. SDGM/MLG
 3. PCPO/MLG
- } for kind information .

(L.R.WARY)
Efficiency Officer
for General Manager/Plg.