

NORTHEAST FRONTIER RAILWAY



WORK STUDY REPORT

ON

**REVIEW OF STAFF STRENGTH OF OPERATING DEPARTMENT UNDER SR DOM LMG
OF LUMDING DIVISION.**

GUIDED BY:

SHRI B. LAKRA, SDGM

SHRI L. R. WARY, EO.

CO-ORDINATING OFFICERS & PERSONNEL

BRANCH OFFICER : Dr. UTSAV SUKLA . Sr DOM/LMG .

ASSOCIATED OFFICER: SHRI DHARMENDRA KUMAR, AOM/ LMG

DIVISIONAL INSPECTOR: SHRI AMALENDU KUMAR. TI/MPP/LMG.

CONDUCTED BY

SHRI B.R.GHOSE DASTIDAR. WSI.

SHRI A. BARUAH. WSI.

STUDY NO. WSNF/06/2020 - 21

CASE NO. Z/375/10/06/2020 - 21

CENTRAL PLANNING ORGANISATION

N. F. RAILWAY/MALIGAON

GUWAHATI - 781011.

EXECUTIVE SUMMARY

SUBJECT: Review of Staff Strength of Operating department under Sr.DOM/LMG of Lumding Division.

STUDY NO : WSNF/06 /2020 – 21

CASE NO : Z/375/10/06 /2020 – 21

AUTHORITY : SDGM/N.F.R.

CONCERN DIV. : Sr DOM/LMG.

DEPARTMENT : OPERATING.

DATE OF COMMENCEMENT : 20/04/2020

DATE OF COMPLETION : 23/04/2020

DATE OF SUBMISSION : 23/04/2020

TERMS OF REFERENCE:

Approved annual Programme of Work Study.

NOS. OF RECOMMENDATION: 1(One)

The study team has identified total 49 nos. of vacant Posts of different cadre , categorised under diminishing category (Sr.TNC/Hd TNC - 32, Jr.TNC-12, Station Peon-5) as surplus and proposed for surrender.

PROJECTED MAN POWER : 49 Posts.

PROJECTED FINANCIAL SAVING : Rs 374.34 Lakhs per annum.

MONTH AND YEAR OF CIRCULATION : APRIL/2020

P/1

I N D E X

Chapter	Contents	Page No.
I	Introduction	2
II	Activities and work load	3-6
III	Critical analysis of staff requirements.	7-8
IV	Recommendation.	9
V	Financial implication.	
VI	Ready Reckoner	

CHAPTER – I

1.0. INTRODUCTION:

The jurisdiction of Lumding division starts from AGT to OTN in BG section(main line) of length about 447 km (including branch line towards CPK-SCE-MBO-SHTT) and from LMG to AGTL in MG section of length about 611 km (including branch line towards BPB-SCL, KXJ-MSSN, KXJ-BRGM-DLCR, KTX-BHRB, SCL-JRBM) . It is situated in between RNY and TSK Division. It stretches through different states of NE Region, thus it has main role regarding setting up of communication in between states of NE-Region to other parts of India and the LMG Division has been serving the demands of people of NE region satisfactorily even due to difficult hilly terrain and insurgency problems of the region.

However, GOI has taken a policy to connect all the states of NE region to the other parts of country through Railway Network providing updated technical support. In view of this, maximum numbers of MG station is converted to Panel Interlocking system of signalling working by replacing Orthodox signalling equipment and as per standing policy of Indian Railway to provide uni-gauge working, Gauge conversion work (MG to BG) in between LMG to SCL is in progress.

2.0. ACKNOWLEDEMENT :

Work study team is grateful to Dr. Shri Utsav Shukla Sr.DOM/LMG for his kind guidance and co-operation for conducting this study. The work study team is also thankful to Shri Dharmendra Kumar, AOM/LMG and Shri Amalendu Kumar, TI/MPP/LMG for their assistance rendered to the Work Study team for conducting the subject 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 (output / 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 :

Annual Work Study Programme approved by SDGM/NFR.

5.0. METHODOLOGY:

a) Discussion with AOM/LMG, the nominated Officer

Shri Dharmendra Kumar AOM/LMG and Shri Amalendu Kumar,TI/MPP/LMG to be attached with the study team, which placed as Annex-I . Accordingly, the adequate data regarding present working condition of running room is collected from different sources as indicated in the study report.

b) Collection of data relating to workload

The working BOS was collected from DPO(IC)/LMG's office and other data was collected from the nominated representative of Optg. Department and Personnel Branch of LMG Division.

P/3
CHAPTER-II

SUMMARY OF WORK LOAD

Activities and Work load :

2.1. Activities and Work load of Porter

1. Collect in report from the Guard, handover caution order etc. to the Guard and Driver.
2. Ringing of warning/departure bell for all passenger trains.
3. Hand over token.
4. To attend B/Van of all passenger trains for parcel packages.
5. To take all memos, T/409 to all concerned as and when directed by SM.
6. To carry clamps, padlocks as and when required.
7. For loading/unloading of Guards/Crew line Box, safety equipment and B/Van equipment etc. as and when required.
8. Assist P/Man in some shunting for coupling frequently.

2.2. Bed Roll Porter – Work load of bed roll porter

1. To collect used bed rolls
2. Keep account of disbursed and deposited bed rolls
3. To send the bed rolls for washing .
4. To collect the washed bed rolls.

2.3. Activities and Work load TNC

Work Load of TNC at the different location of TSK Division

- 1. LMG:-** The following works have to be carried out by on duty TNCs at LMG.

At station:-

- i). To take vehicle numbers of incoming & outgoing Mail/Exp/Pass trains.
- ii). Preparation of vehicle guidance of outgoing Dn Mail/Exp/Pass trains.
- iii). To relay train particulars to Control office LMG.
- iv). To maintain special movement register of coaching.

At yard:-

- i). To take wagon numbers of incoming and outgoing Goods trains.
- ii). To prepare vehicle guidance of outgoing Goods trains.
- iii). To relay the train particulars to control office & wagon numbers to FOIS in control office.
- iv). To prepare transfer sheet and submission to CGS/NTSK for inward Goods shed placement.

P/4

- v). Submission of loads placement & transfer sheet of VPUL/VPHL of incoming rake from NGP and piecemeal from HWH/DLI or elsewhere to CPC/LMG.
- vi). Submission of empties placement & transfer sheet of VPUE/VPHE of outgoing rake for NGP and piecemeal to CPC/LMG.
- vii). To maintain VPH indent book as well as outgoing loading register & incoming release register.
- viii). To maintain ROH & DSL ineffective wagon placement and made fit in sick line register.
- ix). To maintain several numbers of wagon register which is related with periodical & month ending returns.
- x). To prepare 0.00hrs LSR and relay to Divisional control.
- xi). To conduct BG (goods) and BG (coaching) trial and final all India census every year.
- xii). To conduct piecemeal census of Goods & coaching as and when required.
- xiii). To maintain yard balance register.

2. NGC:- The following works has to be carried out by on duty TNCs at NGC.

- i). Line position preparation of coaching stock and relay to Divisional control.
- ii). Issuing of shunting order for formation of train or sick line placement & withdrawal.
- iii). Number taking of I/C & O/G trains. Preparation of outgoing passenger trains.
- iv). Record maintenance of POH/DBWS coaches placement to sick line & dispatch to DBRT.
- v). Maintenance coaching stock register.
- vi). Maintenance of urgent book order register.
- vii). Maintenance of VPH/VPU register.
- viii). Maintenance of damage coach register.
- ix). Maintenance of ART register.
- x). Maintenance of ARME register.

3. GHY:- The following works has to be carried out by on duty TNCs at GHY.

- i). Taking of yard census at 8.00 hrs, 18.00 hrs & 0.00 hrs and relay to control.
- ii). Number taking of I/C & O/G trains.

GHY:- The following works has to be carried out by on duty TNCs at GHY.

- i). Taking of yard census at 8.00 hrs, 18.00 hrs & 0.00 hrs and relay to control.
- ii) Number taking of IC & O/G trains
- iii). Preparation of vehicle guidance of outgoing trains.
- iv). Issue of shunting order for formation of trains or sick line placement & withdrawal to SM/YM.
- v). Work shop register maintenance.
- vi). POH made over & out turn XR message relay to control.

P/5

- vii). Relay of yard position, DBWS position, train particulars to control.
- viii). Maintenance of urgent order book (fit & sick coaching stock & necessary particulars).
- ix). Coaching register maintenance separately for I/C, O/G & POH coach.
- x). Maintenance of VPH/VPU register.
- xi). Maintenance of damage register.
- xii). Manning of COIS round the clock and feeding necessary data in the system.

4. Control office LMG:- The following works has to be carried out by on duty TNCs at Control office LMG.

A. Works to be done in FOIS in control.

- i). FOIS message extract time to time, send message to HQ & at other destinations as required.
Distribution of I/C messages to concerned department.
- ii). Giving movement of Goods train in FOIS. I/W & O/W load placement figure feeding in FOIS.
Preparation of vehicle guidance of O/G Goods trains.
- iii). Fois LSR printing at 0.00 hrs & distribution to DRM, ADRM, DOM, AOM, SM(G)/LMG, CHC at 5.00 hrs.
- iv). Division loading forecast feeding in system and print out extract and send with LSR to DRM, ADRM, DOM, AOM, SM(G)/LMG, CHC at 5.00 hrs.
- v). Feeding of data of E/Rakes after unloading & placed for TXR examination.
- vi). Restriction message monitoring time to time and print out copies and to give to DOM, AOM, CHC, DYC, SCR monitoring boards & commercial control.

B. Works to be done in COIS in control.

- i). Train movement feeding through ICMS as per scheduled timings of the trains.
- ii). Feeding of actual arrival & departure both I/C and O/G of scheduled trains.
- iii). Feeding of trains particulars in the punctuality analysis module through out the day.
- iv). Sending and extracting the messages from ICMS.
- v). Maintain the coaching stock of the division in the ICMS.
- vi). Maintain the coaching position of DBWS (both made over & out turn).
- vii). Preparation of LSR at 0.00 hrs and distribution to DRM, ADRM, DOM, AOM, SM(G)/LMG, CHC & DYC.

C. Works to be done manually in control.

LSR preparation manually includes-

- i). Divisional holding position.
- ii). Interchange position.
- iii). Wagon turn round position.
- iv). Station wise break up of holding position.
- v). 0.00 hrs power position.
- vi). Preparation of daily FATO.
- vii). Preparation of ACD report.

BOS, On Roll & Vacancy position of Bed Roll Porter/Station Peon

S N	Station	Level (G/Pay)	SCALE OF PAY	DUTY ROSTER	BOS	ON ROLL	Vacancy	Remarks
1	Bed Roll Porter /GHY	1 (1800)	5200-20200	12hrs(EI)	8	Nil	8	Bed rolls are dealt by mechanical Department Through Out agencies
2	Station Peon/GHY	1 (1800)	5200-20200	12hrs(EI)	8	6	2	
3	Station Peon/LMG	1 (1800)	5200-20200	12hrs(EI)	6	4	2	
4	Station Peon/NGC (goods)	1 (1800)	5200-20200	12hrs(EI)	1	NIL	1	

BOS, On Roll & Vacancy position of TNCs under Sr.DCM/LMG

Staff position of TNCs under operating department of LMG Division.

SN	CATEGORY	LEVEL (G/Pay)	SCALE OF PAY	DUTY ROSTER	BOS	ON ROLL	VACANCY/ EXCESS
1	CTNC	6	9300-34800	Continuous (08.00hrs)	26	NGC-13+BPB- 3+SCL- 1+DMV- 2+GHY- 9+MLG- 1+KYQ- 3+LMG-6 = TOTAL-38 Posts	(-)12
	Sr. TNC+ Hd TNC		9300-34800	-do-	46 (Sr.TNC 4(RG)+Hd TNC1(RG))	NIL	+46
	Jr. TNC	2	5200-20200	-do-	14	NIL	+14
			TOTAL-		86	38	+48

CHAPTER -III**CRITICAL ANALYSIS OF EXISTING WORK LOAD AND STAFF REQUIREMENTS :****3.1. Station Peon:**

Due to modernisation of working of Railways by introducing networking through internet , e-office, etc , the workload of station peon is reduced in all respect. Moreover , peons are categorised as diminishing category vide CPO/Adm/MLG's letter no- E/59III 4(C)PtV-B dt.-16th Oct/2000.

Hence, the study team is in the view that no further recruitment is necessary against the vacant posts in this particular category of posts .

3.2. EXISTING SANCTIONED AND IDENTIFIED SURPLUS POSTS:**TABLE-1**

S N	Station	Level (G/Pay)	SCALE OF PAY	DUTY ROSTER	BOS	ON ROL L	Vacancy	Identified Surplus Posts	Justification
1	Bed Roll Porter /GHY	1 (1800)	5200-20200	12hrs(EI)	8	Nil	8		Bed rolls are dealt by mechanical Department Through Out agencies and regarding this category separate work study is necessary.
2	Station Peon/GHY	1 (1800)	5200-20200	12hrs(EI)	8	6	2	2	Peons are categorised as diminishing category vide CPO/Adm/MLG's letter no- E/59III 4(C)PtV-B dt.-16 th Oct/2000.
3	Station Peon/LMG	1 (1800)	5200-20200	12hrs(EI)	6	4	2	2	
4	Station Peon/NGC (goods)	1 (1800)	5200-20200	12hrs(EI)	1	NIL	1	1	
			TOTAL-		23	10	13	5	

3.3. Due to introducing of FOIS and COIS in Railways day to day working regarding handling of wagons and coaches, off loaded the work load of CTNC/TNC category.

Moreover , CTNC/TNC are categorised as diminishing category vide CPO/Adm/MLG's letter no- E/59III 4(C)PtV-B dt.-16th Oct/2000.

Hence, the study team is in the view that no further recruitment is necessary against the vacant posts in this particular category of posts .

3.4.

EXISTING SANCTIONED AND IDENTIFIED SURPLUS POSTS:

TABLE-2

S N	CATEGORY	LEVEL (G/Pay)	SCALE OF PAY	DUTY ROSTER	BOS	ON ROLL	VACANCY/ EXCESS	Identified Surplus Posts	Justification
1	CTNC	6	9300-34800	Continuous (08.00hrs)	26	NGC-13+BPB-3+SCL-1+DMV-2+GHY-9+MLG-1+KYQ-3+LMG-6 = TOTAL-38 Posts	(-)12		<p>Due to introducing of FOIS and COIS in Railways day to day working regarding handling of wagons and coaches, off loaded the work load of CTNC/TNC category.</p> <p>Moreover , CTNC/TNC are categorised as diminishing category vide CPO/Adm/MLG's letter no- E/59III 4(C)PtV-B dt.-16th Oct/2000.</p>
	Sr. TNC+ Hd TNC		9300-34800	-do-	46 (Sr.TNC 4(RG)+Hd TNC1(RG))	NIL	+46	32 (12 excess post in CTNC are adjusted and other 2 posts are considered to keep open the avenue of promotion)	
	Jr. TNC	2	5200-20200	-do-	14	NIL	+14	12 (2 posts are considered to keep open the avenue of promotion)	
			TOTAL-		86	38	+48	44	

CHAPTER-IV

RECOMMENDATION

The study team has identified total 49 nos. of vacant Posts of different cadre , categorised under diminishing category (Sr.TNC/Hd TNC - 32, Jr.TNC-12, Station Peon-5) as surplus and proposed for surrender.

CHAPTER- V

FINANCIAL IMPLICATION
EXPENDITURE / SAVINGS PER ANNUM

1.0. PROJECTED SAVINGS PER ANNUM :

The related savings against proposed surplus posts is at the tune of Rs 328.90 Lakh (say) as calculated in above table.

S N	Category	Pay Band	G/Pay	Basic Pay in Rs	Revised Pay as per 7 th CPC	DA	Salary per annum in INR	Nos. of posts proposed for surrender	Total amount in Rs
1	Sr.TNC/Hd TNC	9300-34800	4200	26,250	67,462.5	7421	74883X12=898596	32	28755072
2	Jr.TNC	5200-20200	2400	15,100	38,807	4269	43075X12=516912	12	6202944
3	Station Peon	5200-20200	1800	14,500	37,265	4099	41364X12=496368	5	2481840
							TOTAL-	49	37439856 Rs 374.34(approx)

CHAPTER - VI

6.0. READY RECKONER

Pay Band	GP	Mean pay	Basic Pay in Rs	M.F. of 7 th CPC(2.57) & revised Pay	Salary per annum in INR
9300-34800	4600	22050	26,650	68,490.5	8,21,886
9300-34800	4200	22050	26,250	67,462.5	8,09,550
5200-20200	2800	12700	15,500	39,835	4,78,020
5200-20200	2400	12700	15,100	38,807	4,65,684
5200-20200	2000	12700	14,700	37,779	4,53,348
5200-20200	1900	12700	14,600	37,522	4,50,264
5200-20200	1800	12700	14,500	37,265	4,47,180

