

NORTHEAST FRONTIER RAILWAY



WORK STUDY REPORT

ON

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

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STUDY NO. WSNF/07/2020 - 21

CASE NO. Z/375/10/07/2020 - 21

CENTRAL PLANNING ORGANISATION

N. F. RAILWAY/MALIGAON

GUWAHATI - 781011.

EXECUTIVE SUMMARY

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

STUDY NO : WSNF/07 /2020 – 21

CASE NO : Z/375/10/07 /2020 – 21

AUTHORITY : SDGM/N.F.R.

CONCERN DIV. : Sr DOM/LMG.

DEPARTMENT : OPERATING.

DATE OF COMMENCEMENT : 20/04/2020

DATE OF COMPLETION : 22/04/2020

DATE OF SUBMISSION : 22/04/2020

TERMS OF REFERENCE:

Approved annual Programme of Work Study.

NOS. OF RECOMMENDATION: 1(One)

The study team has identified total 11 nos. of vacant Posts of different cadre , categorised under diminishing category (OS/I G-02, OS/IIG-02, Hd.Clerk/G-04 & Sr.Clerk/G- 03) as surplus and proposed for surrender.

PROJECTED MAN POWER : 11 Posts.

PROJECTED FINANCIAL SAVING : Rs 79.23 Lakhs per annum.

MONTH AND YEAR OF CIRCULATION : APRIL/2020

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 signaling working by replacing Orthodox signaling 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).
- Up gradation / 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.

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 Sr DOM/ LMG & Control emergency duty, AMC for fire extinguisher, 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, Cleanliness of Station, trains running including Coaching position, Reply of train detention & Miscellaneous matters IRTTC agenda items and part of MCDO.

2.3. OS

OS is nominated for following works :

Complete TG section Goods loading and unloading purpose, Rail Road co-efficient, Comparative position of operating statistics, Telephone/CUG phones ,supply of uniform & dealing with fire Extinguishers, train running section which includes punctually, detail position of detention of trains, equipment failure year wise ,part of MCDO and engineering restriction position .He has been instructed to be associated with the new project of assets register implementation at all stations , DOM office and control office guided by Ch OS, D&AR section which including absent and other cases except accident , Machine block Engineering restriction matter & 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 Matter including safety equipment matters.

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 Sr.DEN/TSK OF TINSUKIA DIVISION AS PER BOS

SN	CATEGORY	SCALE	G/PAY	BOS	ON ROLL	VACANCY
1	Ch.OS/G	9300-34800	4600	1	1	0
2	OS/IG	9300-34800	4600	2	0	2
3	OS/IIG	9300-34800	4200	3	1	2
4	H Clerk/G	9300-34800	4200	6	2	4
5	Sr. Clerk/G	5200-20200	2800	3	0	3
TOTAL				15	4	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 SR.DEN/C/TSK

SN	CATEGORY	SCALE	G/PAY	BOS	ON ROLL	VACANCY	SURPLUS
1	Ch.OS/G	9300-34800	4600	1	1	0	
2	OS/IG	9300-34800	4600	2	0	2	2
3	OS/IIG	9300-34800	4200	3	1	2	2
4	Hd Clerk/G	9300-34800	4200	6	2	4	4
5	Sr. Clerk/G	5200-20200	2800	3	0	3	3
TOTAL				15	4	11	11

3.4. As discussed in above para 3.5, the study team observed that 11 nos of vacant posts of different categories (OS/I G-02, OS/II G-02, Hd.Clerk/G-04 & Sr.Clerk/G- 03.) are identified as surplus and proposed for surrender.

CHAPTER-IV **RECOMMENDATION**

The study team has identified 11 nos of vacant posts of different categories (OS/I G-02, OS/IIG-02, Hd.Clerk/G-04 & Sr.Clerk/G-03) as surplus 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 per annum in INR	Nos of posts proposed for surrender	Total amount in Rs
1	OS/IG	9300-34800	4600	26,450	67,972	8,15,664	2	16,31,328
2	OS/IIG	9300-34800	4200	26,250	67,462	8,09,550	2	16,19,100
3	Hd Clerk/G	9300-34800	4200	26,250	67,462	8,09,550	4	32,38,200
4	Sr. Clerk/G	5200-20200	2800	15,500	39,835	4,78,020	3	14,34,060
						TOTAL	11	79,22,688 Say 79.23 Lakhs/Annum

5.1. PROJECTED FINANCIAL SAVINGS PER ANNUM

If the recommendation of this study be implemented, the financial savings per annum will be Rs. 79.23 Lakhs (say) per annum.

CHAPTER - VI

6.0. READY RECKONER

Band	Pay	Mean pay	GP	Basic Pay in Rs	M.F. of 7th & CPC(2.57) revised Pay	Salary per annum in INR
9300-34800		22050	4600	26450	67972	815664
9300-34800		22050	4200	26250	67462	809550
5200-20200		12700	2800	15500	39835	478020
5200-20200		12700	2400	15100	38807	465684
5200-20200		12700	2000	14700	37779	453348
5200-20200		12700	1900	14600	37522	450264
5200-20200		12700	1800	14500	37265	447180