

NORTHEAST FRONTIER RAILWAY



WORK STUDY REPORT

ON

**REVIEW OF MINISTERIAL STAFF STRENGTH OF COMMERCIAL DEPARTMENT UNDER Sr
DCM APDJ OF ALIPUDUAR DIVISION.**

GUIDED BY:

SHRI B.LAKRA. SDGM

SHRI B.DAS. EO.

CO-ORDINATING OFFICERS & PERSONNEL

BRANCH OFFICER: SHRI A.M.THAKUR. Sr DCM/APDJ .

ASSOCIATED OFFICER: SHRI A.K.SARMAH. ACM./APDJ

DIVISIONAL INSPECTOR: SHRI AKHIL SAHA. CMI/APDJ.

CONDUCTED BY

SHRI B.R.GHOSE DASTIDAR, WSI.

SHRI A. BARUAH, WSI.

STUDY NO. WSNF/ 02/ 2021 - 22

CASE NO. Z/375/10/02/ 2021 - 22

CENTRAL PLANNING ORGANISATION

N. F. RAILWAY/MALIGAON

GUWAHATI - 781011.

EXECUTIVE SUMMARY

SUBJECT : Review of Ministerial Staff Strength of Commercial department under Sr DCM/APDJ of Alipuarduar Division.

STUDY NO : WSNF/02/ 2021 - 22

CASE NO : Z/375/10/02/ 2021 - 22

AUTHORITY : SDGM/N.F.R.

CONCERN DIV. : Sr DCM/APDJ.

DEPARTMENT : COMMERCIAL.

DATE OF COMMENCEMENT : 12/02/2021

DATE OF COMPLETION : 02 /06/2021

DATE OF SUBMISSION : 02 /06/2021

TERMS OF REFERENCE:

Approved Annual Programme of Work Study.

NOS. OF RECOMMENDATION: 1(One)

In this work study 4 nos. of vacant posts of different Catagories (Ch OS – 2, OS-1 & Jr Clerk-1) has identified as surplus and proposed for surrender.

PROJECTED MAN POWER: 4 Posts.

PROJECTED FINANCIAL SAVING : Rs 45.47 Lakhs per annum. (approx).

MONTH AND YEAR OF CIRCULATION : JUNE:2021

I N D E X

Chapter	Contents	Page No.
I	Introduction	4
II	Summary of work load	5
III	Critical analysis and Proposed surplus posts (category & scale wise).	6
IV	Recommendation	7
V	Financial Implication	
VI	Ready Reckoner	

CHAPTER-1

1. 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 requirements of Ministerial Staff under Sr DCM/APDJ of APDJ Division.

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 /N.F.Railway.

1.3. TERMS OF REFERENCE:

Approved Annual Work Study Programme

1.4. METHODOLOGY:

- a) Collection of data relating to workload.
- b) Discussion with Sr DCM/APDJ & Subordinates and obtaining their views.
- c) Assess the workload for Commercial /field activity.
- d) Assess the workload for APDJ division's field units.
- e) Assess the staff requirements for the above workload.

1.5. ACKNOWLEDGEMENT:

Work study team is grateful to Sri A.M.Thakur Sr DCM/APDJ, Sri A.K.Sarmah. ACM/APDJ , for their kind guidance and co-operation for conducting this study. The work study team is thankful to SriA.Saha CMI/APDJ for his assistance rendered to the work study team for conducting the subject study.

- 1.6. Sr DCM/APDJ has nominated Sri A.K.Sarma ACM/APDJ as associated officer and Sri Akhil Saha CMI/APDJ as associated supervisor for the said study (placed as Annex-I)

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 DCM/APDJ& 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 punctuality, 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 , DCM office and control office guided by Ch OS, D&AR section which including absent and other cases except accident .

2.4. Sr Clerk

Duties of Sr Clerk are as follows :

TR/Budget section, Assets register of office station, Control Office, Uniform Matter and materials required for passengers amenity.

2.5. Jr Clerk

Duties of Jr Clerk are as follows:

Working in TR/Goods section, GTR section and supervising in receipt and dispatch section .

MINISTERIAL STAFF POSITION OF COMMERCIAL DEPARTMENT UNDER Sr.DCM/APDJ

SN	Category	Pay band	Grade pay	BOS	On Roll strength	Vacancy
1	Ch.OS	9,300 - 34,800	4600	5	3	2
2	OS	9,300 - 34,800	4200	10	9	1
3	Sr Clerk	5,200 – 20,200	2800	1	1	0
4	Jr Clerk	5,200 – 20,200	1900	1	0	1
			TOTAL	17	13	4

CHAPTER –III

CRITICAL ANALYSIS OF EXISTING WORKLOAD 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. Moreover, now-a-days , Railways has introduced different type of software to facilitate the smart working of Railways as well as for saving of man power and time .

On view of above, Ministerial cadres are categorised as diminishing category, vide GM/MLG's Circular no-E.59-III-4(c) Pt IV-B Dt-16/10/2000 .

In this regard, the study team has studied rigorously the working load and requirement of man-power and observed that 4 nos. vacant post of different categories as surplus , which is mentioned in the following table .

3.1. EXISTING SANCTIONED AND IDENTIFIED SURPLUS POSTS OF MINISTERIAL STAFF:

SN	Category	Pay band	Grade pay	BOS	On Roll strength	Vacancy	Identified Surplus	Remark
1	Ch.OS	9,300 - 34,800	4600	5	3	2	2	All Vacant post of Ministerial cadre, which are categorised as Diminishing category. (vide GM/MLG's Circular no-E.59-III-4(c) Pt IV-B Dt-16/10/2000 ,placed Anex-II
2	OS	9,300 - 34,800	4200	10	9	1	1	
3	Sr Clerk	5,200 – 20,200	2800	1	1	0	0	
4	Jr Clerk	5,200 – 20,200	1900	1	0	1	1	
			TOTAL	17	13	4	4	

CHAPTER-IV

RECOMMENDATION

In this work study 4 nos. of vacant posts of different categories(Ch OS – 2, OS-1 & Jr Clerk-1) has identified as surplus and proposed for surrender, which may be deleted from the working BOS.

CHAPTER- V

FINANCIAL IMPLICATION

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	Ch OS	9,300 - 34,800	4600	26,650	68,490.5	8,21,886	2	32,87,544
2	OS	9,300 - 34,800	4200	26,250	67,462.5	8,09,550	1	8,09,550
3	Jr Clerk	5,200 – 20,200	1900	14,600	37,522	45,0,264	1	45,0,264
						TOTAL	4	45,47,358 45.47 Lakhs/Annum

5.0.PROJECTED FINANCIAL SAVINGS PER ANNUM

Rs.45.47 Lakhs (say) per annum(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