

**NORTHEAST FRONTIER RAILWAY**



**WORK STUDY REPORT ON**

**REVIEW OF STAFF STRENGTH OF MINISTERIAL STAFF OF  
PCSC/MLG'S OFFICE OF N.F. RAILWAY**

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**STUDY NO. WSNF/26/2021-22**

**CASE NO. Z/375/10/26/21-22**

**CENTRAL PLANNING ORGANISATION**

**N. F. RAILWAY/MALIGAON**

**GUWAHATI - 781011.**

## **EXECUTIVE SUMMARY**

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

**STUDY NO:** WSNF/26/21-22

**CASE NO:** Z/375/10/26/21-22

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

**CONCERN OFFICE:** PCSC/MLG'S OFFICE

**DEPARTMENT:** Security

**TERMS OF REFERENCE:** To assess the requirements of Ministerial Staff Strength of PCSC/MLG's office.

**NO. OF RECOMMENDATION:** One

After critical examination of the workload and activities for the ministerial category under PCSC/MLG's office a total **12 Nos posts** (Viz.03 Nos. OS/E, 03 Nos. OS/G, 01 Steno-I, 01 No. OS typist, 01 No. Chief typist, 01 No. Jr Typist, 01 No. Sr. R/Sorter & 01 No. Jdr Peon) are surplus, which may be surrendered and the BOS may be corrected accordingly

**PROJECTED MAN POWER SAVINGS:** 12 Nos.

**PROJECTED FINANCIAL SAVING:** Rs.112.50 Lakh per annum.

**MONTH AND YEAR OF CIRCULATION:** JUNE' 2021

## **I N D E X**

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## **CHAPTER - I**

### **1.0 INTRODUCTION:**

**2.0** The functioning of Railway Protection Force of Northeast Frontier Railway to ensure better protection and security of passengers and protection of Railway property, Railway installation and public property entrusted to railways as public carriers. As the head of the security organization, this office arranges for the collection and dissemination of crime and special intelligence affecting the security and functioning of the Also maintains close liaison, on behalf of Railways, with the State Police including the Railway Police as well as Civil Administration for ensuring better protection and security to the Railway property and safety of passengers.

### **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 PCSC Office Under PCSC/MLG

### **1.4 METHODOLOGY:**

- a) Collection of data relating to workload.
- b) Discussion with Staff Officer to PCSC & 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 Somnath Chakraborty Staff officer to PCSC, Shri Girish Gogoi, IPF/Welfare/MLG/HQ** for their kind guidance and co-operation for conducting this study.

## **CHAPTER-II**

### **2.0 SUMMARY OF WORK LOAD:**

#### **Establishment Section:**

##### **Brief duties :**

Cadre, MACP of GOs & NGOs

Cadre of MACP & Bill etc of PCSC/R/COY. All types of privilege and PTOs.

Duty card pass (RPF officers and staffs)

Duty card pass of GRP NF Railway

PRCP, Widow pass, Transfer posting & deputations.

Selection and promotion of Ministerial and executive staff including X-cadre, Medically D-categorize case, pension of GOs & NGOs and CGA.

SN	CATEGORY	SCALE	G/PAY	BOS	On Roll
1	Ch. OS/E	9300-34800	4600	1	0
2	OS/E	9300-34800	4200	7	1
3	Sr Clerk/E	5200-20200	2800	1	1
4	Jr Clerk/E	5200-20200	2800	1	1
			Total	10	3

#### **General Section:**

##### **Brief duties:**

All correspondence relating to stores including maintenance of RPF vehicle, Petrol imprest, Newspaper Bills, SOP books, RPF manual books, Distribution and collection of stores, Computer maintenance file, Range classification (expenditure), Stock verification report, Maintenance of records and register and Stock sheets, M & P programme, Procurement of furniture items, Stationary, correspondence of condemnation, Dead stock register, Hiring of vehicles and Printing items and M & P Programme. Correspondence of vehicle repairing, procurement/repairing of PCs, printer, laptop and fax machine. Procurement of toner/cartages, register maintenance, maintenance of all pass/ PTO. All meetings such as GM's conference, PNM, PREM & ZRUCC, MISC etc, Jurisdiction. CPGRAM (Centralized Public Grievances), NIVARAN and COM (complaint portal for consumer helpline). INGRAM (online complaint portal for consumer helpline). Rail Sainik Magazine, Suraksha Sammelan, welfare and debate competition, Prime Minister Scholarship, Child Mukth Ganga, Project Shaksham. Telephone bills, correspondence of telephone, cash Imprest, Republic Day, Independence Day, Commemoration Day, Raising Day.

SN	Category	SCALE	G/PAY	BOS	ON ROLL
1	Ch. OS/G	9300-34800/-	4600	3	3

2	<b>OS/G</b>	<b>9300-34800/-</b>	4200	14	9
3	<b>SR. CLERK/G</b>	5200-20200/-	2800	1	0
4	<b>JR. CLERK/G</b>	5200-20200/-	1900	1	1
5	<b>Stenographer-I</b>	9300-34800	4200	3	2
6	<b>Stenographer-III</b>	5200-20200/-	2400	1	1
7	<b>OS/Typist</b>	9300-34800	4600	1	0
8	<b>Ch. Typist</b>	9300-34800	4200	1	0
9	<b>Jr. Typist</b>	5200-20200/-	1900	1	0
10	<b>G/Operator</b>	5200-20200/-	1800	1	1
11	<b>Sr. R/Sorter</b>	5200-20200/-	1800	1	0
12	<b>Jr. R/Sorter</b>	5200-20200/-	1800	1	1
13	<b>G/Duftery</b>	5200-20200/-	1800	1	1
14	<b>Jr. Peon</b>	5200-20200/-	1800	3	2
15	<b>G/Peon</b>	5200-20200/-	1800	3	3
16	<b>Waterman</b>	5200-20200/-	1800	1	1
Total				37	25

**Consolidated position of Ministerial staff of Security Dept. of PCSC/MLG**

SN	Category	SCALE	G/PAY	BOS	ON ROLL
1	<b>Ch. OS/E</b>	<b>9300-34800/-</b>	4600	<b>1</b>	<b>0</b>
2	<b>OS/ E</b>	<b>9300-34800/-</b>	4200	7	1
3	<b>SR. CLERK/E</b>	5200-20200/-	2800	1	1
4	<b>JR. CLERK/E</b>	5200-20200/-	1900	1	1
1	<b>Ch. OS/G</b>	<b>9300-34800/-</b>	4600	<b>3</b>	<b>3</b>
2	<b>OS/G</b>	<b>9300-34800/-</b>	4200	14	9
3	<b>SR. CLERK/G</b>	5200-20200/-	2800	1	0
4	<b>JR. CLERK/G</b>	5200-20200/-	1900	1	1
5	<b>Stenographer-I</b>	9300-34800	4200	3	2
6	<b>Stenographer-III</b>	5200-20200/-	2400	1	1
7	<b>OS/Typist</b>	9300-34800	4600	1	0
8	<b>Ch. Typist</b>	9300-34800	4200	1	0
9	<b>Jr. Typist</b>	5200-20200/-	1900	1	0
10	<b>G/Operator</b>	5200-20200/-	1800	1	1
11	<b>Sr. R/Sorter</b>	5200-20200/-	1800	1	0
12	<b>Jr. R/Sorter</b>	5200-20200/-	1800	1	1
13	<b>G/Duftery</b>	5200-20200/-	1800	1	1

14	<b>Jr. Peon</b>	5200-20200/-	1800	3	2
15	<b>G/Peon</b>	5200-20200/-	1800	3	3
16	<b>Waterman</b>	5200-20200/-	1800	1	1
Total				47	28

### **CHAPTER-III**

## **3.0 CRITICAL ANALYSIS OF EXISTING WORKLOAD AND STAFF REQUIREMENTS:**

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

#### **Ministerial staff (Establishment):**

##### **➤ 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 PCSC 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 01. The on roll strength Nil. As being Ch. OS is promotional category, surrender proposal not initiated for this category.

##### **➤ OS/E 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 7 Nos of OS/E posts, presently this office is running with 01 No. of OS/E and keeping 06 Nos. of post vacant.

#### **The detailed calculation is appended below:**

- (i) LDCE quota of **OS/E** is 20 % of sanctioned strength 7 is nearly 1.4 say 01 posts.
- (ii) DP quota of **OS/E** is 80 % of sanctioned strength 7 is nearly 5.6 posts say 6 posts, but present incumbency of this office is Sr Clerk-01 & Jr Clerk-01. Therefore, at present scenario maximum 02 person can be promoted to **OS/E**, on this basis a total 01 (LDCE) + 02 (On Roll Sr Clerk/Jr Clerk) +01 ( OS on roll) = 04 posts are adequate to run the PCSC office. Hence, (07– 04) = **03 Nos. of OS/E category is surplus and easily can be surrendered. As promotional avenue is not hampered hence 03 posts of OS/E is recommended for surrender.**

**The detailed position for surrender proposal of Establishment section is appended below:**

SN	CATEGORY	SCALE	G/PAY	BOS	ON ROLL	PROPO SED BOS	PROPOSE D SURPLUS

1	Chief OS	9300-34800	4600	01	0	01	0
2	<b>OS/E</b>	<b>9300-34800</b>	<b>4200</b>	<b>07</b>	<b>01</b>	<b>04</b>	<b>03</b>
3	Sr Clerk	5200-20200	2800	01	01	01	0
4	Jr Clerk	5200-20200	1900	0	01	0	0
			Total	09	03	06	<b>03</b>

#### **Ministerial staff (General):**

##### ➤ **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 PCSC 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 03. The on roll strength 03. 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 14 Nos of OS/G posts, presently this office is running with 09 No. of OS/G and keeping 05 Nos. of post vacant.

##### **The detailed calculation is appended below:**

(iii)LDCE quota of **OS/E** is 20 % of sanctioned strength 14 is nearly 2.8 say 03 posts.

(iv)DP quota of **OS/E** is 80 % of sanctioned strength 14 is nearly 11.2 posts say 11 posts, but present incumbency of this office is Sr Clerk-Nil & Jr Clerk-01. Therefore, at present scenario maximum 01 person can be promoted to **OS/E**, on this basis a total 01 (LDCE) + 01 (On Roll Sr Clerk/Jr Clerk) +09 ( OS on roll) = 11 posts are adequate to run the PCSC office. Hence, (14– 11) = **03 Nos. of OS/G category is surplus and easily can be surrendered. As promotional avenue is not hampered hence 03 posts of OS/G is 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 **03 and manned by 02 Stenos**, keeping 01 posts **vacant, which can be surrendered. Hence, the 01 vacant of Steno-I may be surrendered & deleted from BOS.**

##### ➤ **WORK LOAD OF OS TYPIST, CHIEF TYPIST & JR TYPIST:**

➤ This category is engaged for typing job but now 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 OS/Typist-01, Chief Typi-01 & Jr Typist- 01 & all 03 posts are vacant post & can be easily surrender & deleted from BOS.

➤

➤ **WORK LOAD OF SR. R/SORTER & JDR 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 **Sr Recrd Sorter** is 01, which is vacant and can easily be surrendered.

The present sanction strength of Jdr Peon is 03 and 01 post is vacant which also can be surrendered easily.

**In a nut shell 01 post of Sr R/Sorter & 01 post of Jdr Peon is recommended for surrendered.**

**The detailed position for surrender proposal of General section is appended below :**

SN	Category	SCALE	G/PAY	BOS	ON ROLL	PROPO SED BOS	PROPO SED SURPL US
1	Ch. OS/G	9300-34800/-	4600	3	3	03	0
2	<b>OS/G</b>	<b>9300-34800/-</b>	<b>4200</b>	<b>14</b>	<b>9</b>	<b>11</b>	<b>03</b>
3	SR. CLERK/G	5200-20200/-	2800	1	0	01	0
4	JR. CLERK/G	5200-20200/-	1900	1	1	01	0
5	<b>Stenographer-I</b>	<b>9300-34800</b>	<b>4200</b>	<b>3</b>	<b>2</b>	<b>02</b>	<b>01</b>
6	Stenographer-III	5200-20200/-	2400	1	1	01	0
7	<b>OS/Typist</b>	<b>9300-34800</b>	<b>4600</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>01</b>
8	<b>Ch. Typist</b>	<b>9300-34800</b>	<b>4200</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>01</b>
9	<b>Jr. Typist</b>	<b>5200-20200/-</b>	<b>1900</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>01</b>
10	G/Operator	5200-20200/-	1800	1	1	01	0
11	<b>Sr. R/Sorter</b>	<b>5200-20200/-</b>	<b>1800</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>01</b>
12	Jr. R/Sorter	5200-20200/-	1800	1	1	01	0
13	G/Duftery	5200-20200/-	1800	1	1	01	0
14	<b>Jr. Peon</b>	<b>5200-20200/-</b>	<b>1800</b>	<b>3</b>	<b>2</b>	<b>02</b>	<b>01</b>
15	G/Peon	5200-20200/-	1800	3	3	03	0
16	Waterman	5200-20200/-	1800	1	1	01	0
			<b>Total</b>	<b>37</b>	<b>25</b>	<b>28</b>	<b>09</b>

## **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 ON	ON ROLL	VACANCY	PROPOSED BOS	PROPOSED SURRENDER
1.	OS/E	L-6 GP 4200	07	01	06	04	03
2.	OS/G	L-6 GP 4200	14	09	05	11	03
3	Steno-I	L-6 GP 4200	03	02	01	02	01
4	OS/Typist	L-7 GP 4600	01	0	01	0	01
5	Ch. typist	L-6 GP 4200	01	0	01	0	01
6	Jr Typist	L-2 GP 1900	01	0	01	0	01
7	Sr R/Sorter	L-1 GP 1800	01	0	01	0	01
8	JDR Peon	L-1 GP 1800	03	02	01	02	01
		Total	31	14	17	19	12

**Total Proposed surrender of Ministerial category under PCSC/MLG identified as 12 Nos.**

## **CHAPTER-V**

### **5.0 RECOMMENDATION:**

After critical examination of the workload and activities for the ministerial category under PCSC/MLG's office a total **12 Nos posts** (Viz.03 Nos. OS/E, 03 Nos. OS/G, 01 Steno-I, 01 No. OS typist, 01 No. Chief typist, 01 No. Jr Typist, 01 No. Sr. R/Sorter & 01 No. Jdr Peon) are surplus, 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/E	L-6 GP 4200	73900	12563/-	86463/-	03	03 X 12 X 86463/- = 31,12,668/-
2	OS/G	L-6 GP 4200	73900	12563/-	86463/-	03	03 X 12 X 86463/- = 31,12,668/-
3	Steno-I	L-6 GP 4200	73900	12563/-	86463/-	01	01X12X86463/-= 10,37,556/-
3	OS/Typist	L-7 GP 4600	93650	15920/-	109570/-	01	01X12X109570/-= 13,14,840/-
4	Ch Typist	L-6 GP 4200	73900	12563/-	86463/-	01	01X12X86463/-= 10,37,556/-
5	Jr Typist	L-2 GP 1900	41550	7063/-	48613/-	01	01X12X48613/- =5,83,356
6	Sr R/Sorter	L-1 GP 1800	37450	6366/-	43816/-	01	01 X 12 X 43816/- =5,25,792/-
7	JDR Peon	L-1 GP 1800	37450	6366/-	43816/-	01	01 X 12 X 43816/- =5,25,792/-
Total						12	1,12,50228/-

**Total surplus = 12 posts**

**Projected Recurring saving / annum = Rs.112.50 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/-

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