

EASTERN RAILWAY

**WORKSTUDY REPORT
ON**

**REVIEW OF WORKING OF BILL POSTER AND DUFTARY
DEPLOYED IN DIFFERENT OFFICES UNDER GENERAL
ADMINISTRATION DEPARTMENT**

(STUDY NO.WSER-24/18-19)

(Submitted on 10.01.2019)

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The study team hereby acknowledges its deep gratitude to all officers under General Administration department for their valuable suggestions and guidelines to the study team for conducting the study in a right path. The study team will even be thankful to all Ch.OS/OS working in different offices for their heartiest cooperation by supplying all necessary information and related data to complete this study in time.

METHODOLOGY ADOPTED

The following methodology has been adopted in carrying out the study:

- i) Collection of statistical data from CPRO office, GM/Central Registry and GM/LAW.
- ii) Discussing with COS/OS in connection with the different activities catered by Duftary and Bill Poster.
- iii) Studying the existing workload and deployment of staff.
- iv) Analysis based on the existing workload and effective utilization of staff in their respective field of work.

AUTHORITY & TERMS OF REFERENCE

The subject work study has been undertaken by the GM's Efficiency Cell of Eastern Railway in financial year 2018-19 under the following terms of reference:-

- i) To assess the present involvement of staff in their working field.
- ii) To evaluate the actual requirement of manpower based on effective utilization of staff in their respective field of work.

SUMMARY OF RECOMMENDATION

| Sl. No. | Recommendation | Para Ref. |
|---------|--|-----------|
| .1. | It is recommended by the study team that 04 vacant posts of Duftary as against the present sanctioned strength of 04 posts as per 'book of sanction' of General Administration department at HQ/E.Rly, should be surrendered immediately. | 3.3.1 |
| 2. | It is recommended by the study team that revised sanctioned strength of Bill Poster would be 05 posts as against the present sanctioned strength of 09 posts which will result in surrender of 04 vacant posts from the CPRO office under General Administration department at HQ/E.Rly. | 3.5.1 |

EXECUTIVE SUMMARY

| | |
|-------------------------------|--|
| Study Name & No: | REVIEW OF WORKING OF BILL POSTER AND DUFTARY DEPLOYED IN DIFFERENT OFFICES UNDER GENERAL ADMINISTRATION DEPARTMENT. (STUDY NO.WSER-24/18-19) |
| Year of conducting the study: | 2018-19 |
| Terms of reference: | <ul style="list-style-type: none"> i) To assess the present involvement of staff in their working field. ii) To evaluate the actual requirement of manpower based on effective utilization of staff in their respective field of work. |
| Methodology adopted: | <ul style="list-style-type: none"> i) Collection of statistical data from CPRO office, GM/Central Registry and GM/LAW. ii) Discussing with Ch.OS/OS in connection with the different activities catered by Duftary and Bill Poster. iii) Studying the existing workload and deployment of staff. iv) Analysis has been made based on the existing workload and effective utilization of staff in their respective field of work. |
| Existing Sanctioned Strength: | 13 |
| On roll strength | 5 |
| Vacant post: | 8 |
| Proposed Surrender: | 8 |
| Justification | Assessment of Duftary and Bill poster has been made consequent upon the existing workload vis-a-vis the effective utilization of Duftary and Bill poster in their respective field of work. |

CHAPTER- 1

1. Introduction

- 1.1 The subject work study has been undertaken by the GM's Efficiency Cell during the year 2018-2019 based on the position collected by the study team during study period. While studying, a pocket of surplus posts pertaining to diminishing categories of staff namely Bill poster and Duftary deployed in different wings under General Administration department/HQ, has been arrested by the study team. In course of discussions with the concerned authority it has come to the knowledge of the study team that the concerned authority is fully convinced with the justification of surplus of such posts.

In view of above, it is to mention here that the main target of conducting the subject work study is to justify the curtailment of staff strength of diminishing category of post like Bill Poster and Duftary deployed under General Administration department at HQ / E.Rly

- 1.2 As the main objective of Indian Railway is to improve the operating Ratio of railway, the GM's Efficiency Cell always pays attention to curtail manpower from different wings of different departments that are found excess in all respect based on the justification drawn by the study team during period of physical observation. As a result, the productivity is increased by decreasing the inputs i.e. by surrendering the excess manpower. Thus, the financial savings achieved due to surrender of manpower, would obviously improve the operating ratio of E. Rly. with an aim to improve Eastern Railway vis-a-vis Indian Railway's operating Ratio as a whole.
- 1.3. The main motto of conducting the subject study is to explore the effective utilization of Bill Poster and Duftary deployed in different offices under General Administration department at HQ /E.RLY. The necessity of filling up the vacant posts is also explored before drawing the conclusion regarding surrender of vacant posts. As the said posts have phase wise been surrendered in the past days due to proportionate reduction of such workload, the scope of surrender of diminishing category of post such as Bill Poster and Duftary in this wing has become less. However the necessity of retention of the vacant posts vis-à-vis present deployment of Bill Poster and Duftary is logically analyzed before drawing a recommendation.
- 1.4 Presently 05 nos of Gr.D staff i.e. Bill poster & Duftary are working in different offices as against the sanctioned strength of 13 posts lying vacant of 08 posts under General administration department.

CHAPTER-2

2.0 Existing Scenarios

2.1 The subject work study has been conducted to review the day to day workings of Bill Poster and Duftary deployed in General Administration department at HQ /E.RLY. While conducting the subject study, the present deployment of staff against its pinpointed sanctioned strength and the corresponding involvement vis-a-vis effectiveness of such staff in their respective field of work under General administration department at HQ /E.RLY, has been collected from the concerned authority.

2.1.1 During study period, the S/S, MOR & vacancy position of Bill Poster and Duftary category of staff deployed in different sections under General Administration department at HQ /E.RLY are collected by the study team which is shown as under:

| Office | Designation | Sanctioned Strength | Men-On-Roll | Vacancy. |
|---------------------|----------------------------|---------------------|-------------|----------|
| CPRO | Bill Poster (G.P.1800) | 9 | 5 | 4 |
| | Duftary (G.P.1800) | 1 | 0 | 1 |
| GM/Central Registry | Duftary (G.P.1800) | 2 | 0 | 2 |
| GM/LAW | Duftary (G.P.1800) | 1 | 0 | 1 |
| | Total | 13 | 5 | 8 |

It is revealed from the above position that 8 posts are vacant as against a total sanctioned strength of 13 posts. The wing-wise vacancy position against the pinpointed sanctioned strength of Duftary and Bill poster, is shown in the above table.

2.1.2 The activities generally borne by a Duftary are as follows:

- Maintenance of records of the Section.
- General-cleanliness to upkeep the Section/ Unit.
- Carrying of files & other documents within the building premises.
- Photocopying of documents and sending of FAX etc.
- Other non-clerical work in the Section/ Unit.
- Assistance given to Ch.OS as a Gr.D staff.
- Delivery of dak to the offices located outside the building area.

- h) Opening & closing of rooms.
- i) Dusting of furniture etc.
- j) Cleaning of fixtures etc.
- k) Any other miscellaneous jobs assigned by the superiors.

2.1.3 The workload of Bill Poster deployed in CPRO office is stated as under.

- a) To display the advertisement board and poster in different stations for commercial publicity.
- b) To withdraw the display board and poster from different stations after expiry of the publicity period as per the instruction of advertising inspector.
- c) To carry the matter of different advertisements from CPRO office and pasting/affixing the same at display boards as per guidance of the advertising inspector.

2.2 During field study, it has come to the notice of the study team that no Duftary are presently deployed in GM's Law section, CPRO office & Central registry section against its pinpointed sanctioned posts. It is made clear during study period that the present system of working using computers and other modern devices does not have any scope to retain these pinpointed sanctioned posts further. These posts have lost its utility day by day and there is no justification to fill up the vacant posts of Duftary under the present phenomenon.

2.3 It is also noticed during period of study that the work of Railway advertisement and its publicity through railway media is presently controlled by the Commercial department since 1989. Previously the aforesaid work was carried out by CPRO office. Hence the workload of bill poster has become nil. Under the present circumstances, it is felt justified by the study team that the posts of Bill poster presently utilized for the jobs at CPRO office (as written in the table 2.1.1), may be declared as surplus on retirement of the incumbents.

CHAPTER-III

3.0 CRITICAL ANALYSIS:

The subject work study has been conducted to evaluate the actual requirement of Gr.D staff i.e. Bill Poster and Duftary working in different offices such as CPRO office, GM/Central Registry and GM/LAW under General Administration department. Following the terms of reference framed in the report, the subject study has been conducted in details.

- 3.1 The workings of Gr.D staff deployed in the different wings under General Admin department have neatly been discussed in the foregoing chapter. The present workload of three different offices under General Administration department is carried out by deploying five Gr.D staff (i.e. 5 Bill posters) as against a total sanctioned strength of 13 Gr.D staff (9 posts of Bill poster and 4 posts of Duftary) which indicates a total vacancy of 8 posts comprising 4 posts of Bill poster and 4 posts of Duftary.
- 3.2 The existing scenario of the subject study did not give any scope to review of workings of Duftary as there is no such post deployed under the control of General Administration department which is also evident from para 2.1.1. It is noticed during study that 04 posts of duftary are vacant since long in the respective offices such as CPRO office, GM/Central Registryand GM/LAW.
- 3.2.1 Consequent upon the latest scenario vis-a-vis staff position shown in Para 2.1.1, it is crystal clear that 04 posts of Duftary are lying vacant and the posts are kept unutilized since long as against the existing sanctioned strength. Finding no other alternatives, it is felt justified by the study team that these 04 vacant posts of Duftary may be declared as surplus.
- 3.3 After scrutinizing all aspects, it is felt justified by the study team that there is no necessity to retain these posts in the General Administration department, as the activities of Duftary are found redundant. Hence, all the posts (i.e. 04 posts) shown as sanctioned strength of Duftary, should be surrendered immediately.

Conclusion

In view of above, it is concluded that the activities of Duftary are found redundant and as a result, the vacant posts of Duftary under General Administration department should be surrendered with immediate effect.

| Designation | Present S/S | Present MOR | Revised S/S | Proposed surrender | Vacancy |
|-------------|-------------|-------------|-------------|--------------------|---------|
| Duftary | 04 | 0 | 0 | 04 | 04 |

The above table indicates that the revised sanctioned strength will be zero which will result in surrender of 04 vacant posts of Duftary.

3.3.1 Recommendation

It is recommended by the study team that 04 vacant posts of Duftary as against the present sanctioned strength of 04 posts as per 'book of sanction' of General Administration department at HQ/E.Rly should be surrendered immediately.

3.4 The workload of Bill poster at CPRO office has already been mentioned in para 2.1.3. Presently no such workload is required to be catered by Bill poster due to introduction of revised system of working. It is noticed that the said activities regarding Railway advertisement and outside publicity, are undertaken by the Commercial department by means of modernized system of working since 1989. Hence, these posts have no contribution towards the daily out turn of CPRO office. Based on the concept of 'surplus of posts' connected to diminishing category of staff, it is opined by the study team that the existing posts with incumbent may phase-wise be surrendered in future on their retirement.

3.4.1 It is evident from para 2.1.1 that the existing five posts of Bill poster at CPRO office are utilized otherwise as per needs of the department which has no relation with the activities of Bill poster.

3.5 In view of the present activities of Bill poster narrated in the above para, the retention of existing 5 posts of Bill poster as against the sanctioned strength of 9 posts under the head of CPRO office is felt justified, as they are mostly utilized for the activities of peon. Due to shortage of Peon in the section, presently 5 posts of bill poster may be retained to cope up with the present workload of Peon at CPRO office. Hence, 04 i.e. (9-5) vacant posts of Bill poster have been proposed to be surrendered due to redundant activities.

Conclusion

In view of above, it is concluded that the activities of Bill poster are found redundant and as a result, the vacant posts of Bill poster under General Administration department should be surrendered with immediate effect.

| Designation | Present S/S | Present MOR | Revised S/S | Proposed surrender | Vacancy |
|-------------|-------------|-------------|-------------|--------------------|---------|
| Bill Poster | 09 | 05 | 05 | 04 | 04 |

The above table indicates that the revised sanctioned strength will be 05 which will result in surrender of 04 vacant posts of Bill Poster at this stage.

3.5.1 **Recommendation**

It is recommended by the study team that revised sanctioned strength of Bill Poster would be 05 posts as against the present sanctioned strength of 09 posts which will result in surrender of 04 vacant posts from the CPRO office under General Administration department at HQ/E.Rly.

CHAPTER-IV

4.0 FINANCIAL APPRAISAL:

4.1 According to recommendation made in Para 3.3.1 & 3.5.1, the financial savings achieved on account of surrender of 04 posts of Duftary and 04 posts of Bill Poster under General Administration department at HQ / E.Rly is assessed as under:

| Category | No. of posts | Scale of Pay | Mean pay | DA @ 9% | Monthly | Yearly |
|-------------------------|--------------|----------------|----------|---------|-----------------------|-----------|
| | | Figures in Rs. | | | | |
| Duftary and Bill Poster | 08 | 18000-56900 | 37450 | 3371 | 40821x08 =3,26,568 | 39,18,816 |

Thus, consequent upon implementation of recommendations the annual savings would be Rs. 39,18,816/-