

## **CHAPTER: - I**

### **INTRODUCTION**

Indian Railways is one of the biggest Government Organization in the country whose prime motto is to provide the cheap and best transportation services to their users at a desired level of safety, security and punctuality. Being a large organization it plays a vital role in the Indian economy. Now-a-days, Indian economy is facing tough times so it is the moral responsibility of every government organization to keep close watch and check on its expenditure.

SPJ Division is one of the important Divisions amongst Five Divisions of East Central Railway, having at peculiar status in East Central Railway map. Some major stations are like SPJ,DBG,LSI,SKI,MBI,JYG,,SMI,RXL,NKE,,SHC,BTH,BMKI

SDGM has approved a Work Study on “Review of Waiting Room Bearer of Commercial department over SPJ Division with a view to assess the staff requirement as per the existing workload.

### **METHODOLOGY**

The following techniques of method study as well as work measurement have been applied to conduct the study:-

- A. Discussion with Sr. DCM/SPJ.
- B. Discussion with ACM/SPJ
- C. Assessment of work load.

## **CHAPTER-II**

### **2.0.0 Present scenario;-**

**1.1.0** The actual staff strength of Waiting Room Bearer of Commercial Department of Samastipur Division is 21 as against the sanction strength of 27 (Reference-Annexure – I as per gradation list of Commercial Department for the month of January 2019).

#### **2.1.0 THE REQUIREMENT OF STAFF AT DIFFERENT POINTS AND LOCATIONS**

Waiting Room Bearer of Commercial Department is working under the control of Station superintendent ,Commercial superintendent and DCI to arrive at a factual conclusion on requirement of staff of SPJ division. The work study team collected the workload of all activities. For calculation of manpower required, the team applied on spot observations and discussions at various levels.

Sl NO.	Category	Scale	Grade pay	Sanctioned Strength	Men on Roll	Vacancy
1	W.R.B SPJ	5200- 20200	1800	04	04	00
2	W.R.B DBG	5200- 20200	1800	04	04	00
3	W.R.B LSI	5200- 20200	1800	01	00	01
4	W.R.B SKI	5200- 20200	1800	01	00	01
5	W.R.B MBI	5200- 20200	1800	01	01	00
6	W.R.B JYG	5200- 20200	1800	02	02	00
7	W.R.B BTH	5200- 20200	1800	01	01	00
8	W.R.B BMKI	5200- 20200	1800	02	02	00
9	W.R.B SMI	5200- 20200	1800	01	00	01
10	W.R.B RXL	5200- 20200	1800	04	01	03
11	W.R.B NKE	5200- 20200	1800	02	03	+01
12	W.R.B SHC	5200- 20200	1800	04	03	01

### CHAPTER: - III

## CRITICAL EXAMINATION

3.1.0 The actual staff strength of W.R.B of commercial department/SPJ is 21 as against the sanctioned strength of 27 with a vacancy of 06 posts The staff requirement for the present workload at commercial department SPJ are arrived at based on the need base .

Requirement of Staff =

BOS = 27

MOR =21

Vacancy =06

Requirement as per work study team =21

**Staff excess =27-21=06**

### **2.3.4 Staff surrender on the basis of need base.**

The Work study team observed that 21 W.R.B are sufficient for present work load of Wating Room, Retiring Room and Dormetory of Commercial Department of Samastipur division. Hence 06 vacant posts of W.R.B may be surrendered.

### **Recommendation:-**

#### **2.6.0 RECOMMENDATION:-**

**S.S = 27**

**MOR = 21**

**Vac.= 06**

After going through the requirement of staff the work study team recommends to surrender of 06 vacant posts of W.R.B

**Total Sanction Strength =27**

**Total Men on Roll            =21**

**Total Vacant post            =06**

**Total Staff required        =21**

**Excess Staff                    =27 - 21 = 06 Staff**

Excess Staff i,e 06 vacant posts of W.R.B may be surrendered and financial saving will be Rs.29.39 lakhs per annum.

## FINANCIAL SAVINGS

If the recommendation of the study report is implemented, the annual recurring financial savings will be as under:

S.No.	Category	Scale of pay (Rs.)	Grade pay	No. of post	Mean pay per yearper staff (Rs.)	Annual financial savings (Rs.)
1.	WRB	5200-20200	1800	06	489852	2939112
Total				06		2939112 ie. 29.39 lakh

## CHAPTER VI

**Summary:-**

After critically examining the work load of WRB staff of Commercial deptt. of Samastipur Div.the work study team proposes as below:-

S.No.	Designation	BOS	Man on Roll	Requirement as per WS	Proposed surrender	Remark
1	WRB	27	21	21	06	06 vacant post may be surrendered
Total		27	21	21	06	

Total vacant post proposed for surrender = 06

#### **Annexure -I**

Sanction Strength of WRB staff of Commercial deptt. of Samastipur Div.:-

SI NO.	Category	Scale	Grade pay	Sanctioned Strength	Men on Roll	vacancy
1.	WRB	5200-20200	1800	27	21	06

## **EXECUTIVE SUMMARY**

Study No.	ECR/Efficiency/WSR/SPJ/18-19/26
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<b>Subject</b>	<b>REVIEW OF STAFF STRENGTH OF WRB OF COMMERICAL DEPARTMENT OF SAMASTIPUR DIV.</b>
<b>Area</b>	<b>COMMERICAL DEPARTMENT OF SAMASTIPUR DIV.</b>
<b>Division</b>	<b>SPJ</b>
<b>Department</b>	<b>COMMERICAL</b>
<b>Terms of Reference</b>	<b>Assessment of Man Power requirement</b>
<b>Total No. of Recommendations</b>	<b>1</b>
<b>Post recommended for surrender.</b>	<b>06</b>
<b>Financial Implication</b>	<b>29.39 Lac per annum</b>
<b>Month of Circulation</b>	<b>JAN, 2019</b>

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**EAST CENTRAL RAILWAY**

**Office of the  
General Manager (Vig.)  
Hajipur  
Dated:-26.02.19**

**No.: - ECR/Efficiency/WSR/SPJ/18-19/26**

**Sr.DCM  
East Central Railway,  
Samastipur**

**Sub.:- Work study report on adequacy of staff strength of WRB of  
Commercial Department of Samastipur Div.**

Enclosed Please find work study report on adequacy of staff strength of WRB OF Commercial Department of SPJ Divison . The work study team recommended to surrender 06 vacant posts of WRB of Commercial Department of Samastipur Div.

Hence It is requested to scrutinize the work study report and send the reply within 10 days so that , the report may be finalized and intimated to Railway Board .

**(A.Khalifa)  
Efficiency Officer  
For SDGM**

Copy to: (i) CPO/ HJP for kind information please.  
(ii) PCCM/HJP for kind information please.  
(iii) ADRM/ SPJ for kind information please.  
(iv) Sr. DPO / SPJ for kind information please.

**For SDGM**

**REVIEW  
OF  
STAFF STRENGTH  
OF  
WRB OF COMMERICAL DEPARTMENT  
OF SAMASTIPUR  
(ECR/Efficiency/WSR/SPJ/18-19/26)**

**GUIDANCE BY**

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**WORK-STUDY CELL**

**East Central Railway**

**HAJIPUR**



**EAST CENTRAL RAILWAY  
WORK STUDY REPORT  
ON**

**TO ASSESS THE UTILITY OF STAFF OF  
WRB OF COMMERCIAL DEPARTMENT OF SAMASTIPUR.**

**EFFICIENCY CELL  
EAST CENTRAL RAILWAY  
HAJIPUR**

**Study No. ECR/Efficiency/WSR/SPJ/18-19/26**

