

# CHAPTER -I

## Introduction :-

- 1.1 Indian Railways works wing of civil engineering plays a vital role for the maintenance of station buildings , service buildings ,Rly. Quarters, water supply, drainage system and approach roads.
- 1.2 There are 15 SSE (works) in SPJ Divison.
- 1.3 Jurisdiction of SSE (Works) is whole SPJ Divison.
- 1.4 Methodology;-
  - Discussion with Sr. DEN(Co-ord) SPJ
  - Discussion with DEN II /SPJ
  - Discussion with DEN/HQ.
  - Compilation of data

## CHAPTER –II

### Present Scenario:-

The actual staff strength of SSE(W) SPJ Divison is 199 against the sanctioned strength of 231 with a vacancy of 32.

2.1 One Sr. section Engineer is in-charge of SSE (Work) of all the 15 points – He is responsible for-

- i) Maintenance of Station Building , staff Quarters, approach roads ,water, Bridge and drainage lines and sewage system.
- ii) Accountal and periodical verification of stores and tools.
- iii) Maintenance of land boundaries.
- iv) A fire station in railway land and other horticultural work etc.

2.2 Colony ; - There are many colonies in SPJ Divison .

2.3 Service Building. - There are many Service Building in SPJ Divison  
Like

- (i) Station building
- (ii) PWI Office
- (iii) C&W Office
- (iv) Running Room
- (v) Parcel Office
- (vi) AEN Office
- (vii) IOW Office
- (viii) Diesel Lobby
- (ix) PRS & UTS Office
- (x) RPF Office

### **Staff Distribution;-**

The Artisan staff arrives in the morning and they are allotted with work depending on the complaints registered in the complaint register. Based on the nature of work and type of work staff collects the required material from stores and proceed to the spot to attend the allotted work .In addition to this, the staff also attends emergency work received through phone which requires immediate attention.

Working Hours :- Generally SSE(W) office functions from 07:30 hrs to 12:00 hrs and 13:00 hrs to 16:30 hrs in winter season and 6:30 to 11:30 & 14:to 17:00 hrs in summer season daily. Sunday is rest day.

## **CHAPTER –III**

### **CRITICAL EXAMINATION:-**

#### **3.1 SSE(Work) in SPJ Divison.**

BOS - 231

MOR - 199

VACANCY -32

Work study team verified the work loads and staff position on need base of Engineering (work) ;-

##### **(1) SSE(W)**

BOS -19

MOR - 15

VACANCY – 04

SSE(W) is over all incharge. 15 SSE are sufficient.

##### **(2) J.E.(W)**

BOS - 11

MOR - 13

VACANCY – +02

To look after the work of staff 13 J.E. are sufficient.

##### **(3) Fitter**

BOS - 16

MOR - 16

VACANCY – 00

They attend Pipe lines attached with staff quarters, platforms, service building,waiting room. They also attend lifting barrier at level Xing gates, lock, winch machine. 16 Fitter are sufficient for present work load.

#### **(4) Helper**

BOS - 75

MOR - 65

VACANCY – 10

Helpers are attached with Fitter, Carpenter, Painter, Blacksmith, Mason and Plumber. 75 Helpers are sufficient for present work load.

#### **(5) Valve Man**

BOS - 36

MOR 30

VACANCY – 06

Water supplied to Service buildings and Railways Quarters through water tapes attached with tank. Valve man is required to operate valve in fixed time. 30 Valve man are sufficient for present work load .At present SPJ station has outsourced .

#### **(6) Chowkidar**

BOS - 32

MOR - 25

VACANCY – 07

32 Chowkidar are sufficient for present work load.

#### **(7) Carpenter**

BOS - 10

MOR - 09

VACANCY - 01

Carpenter repairs doors & windows of staff quarter and service building. 10

Carpenter are sufficient for present work load.

#### **(8) Painter**

BOS - 08

MOR -10

ACANCY – +02

10 Painter are sufficient for present work load.

**(9)Plumber**

BOS - 06

MOR - 02

VACANCY – 04

Plumber repairs pipe fitting. 06 Plumber are sufficient for present work load

**(10) Mason**

BOS -11

MOR - 08

VACANCY – 03

Repair of crack in bridges, grouting, patch repair of service building, platform, emergency repair of roofs. Almost all repair work is done through zonal work. 11 Masons are sufficient for the present work load.

**(11) Care Taker**

BOS - 03

MOR - 04

VACANCY – 01

04 Care taker is Sufficient for present work load.

**(12) Jeep Driver**

BOS- 04

MOR-02

VACANCY-02

As maximum vehicle are on hire So, 02 vacant post of jeep driver may be surrendered.

## CHAPTER -IV

After critically examining the work load of various categories of staff working under SSE(W) the work study team purposes as below-

S.N	Designation	BOS	MOR	Requirement	Proposed to surrender	Remark
1	Jeep Driver	04	02	02	02	02vacant post may be surrendered.
2.	Valve Man	36	30	30	06	06 vacant post may be surrendered.
Total					08	

## **CHAPTER –V**

### **Recommendation ;-**

**BOS - 231**

**MOR - 199**

**VACANCY -32**

**The work study team has conducted the work study on need base. Work study team recommend to surrender 02 Vacant post of Jeep Driver and 06 Vacant post of Valveman.**



## CHAPTER –VI

### Financial Saving ;-

S.N	Designation	Scale	Grade Pay	No.of Posts	Saving Per Annum Per staff.	Annual financial saving(Rs)
1.	Jeep Driver	5200-20200	2800	02	780036	1560072
2.	Valve Man	5200-20200	1800	06	480864	2885184
Total				08		4445256 ie 44.45 Lakh

## **Annexure –I**

Staff position of SSE(W) SPJ Divison.

<b>Sl NO.</b>	<b>Category</b>	<b>Scale</b>	<b>Grade pay</b>	<b>Sanctioned Strength</b>	<b>Men on Roll</b>	<b>vacancy</b>
1	S.S.E	9300-34800	4600	19	15	04
2	JE	9300-34800	4200	11	13	+02
3	Helper	5200-20200	1800	75	65	10
4	Valve Man	5200-20200	1800	36	30	06
5	Chowkidar	5200-20200	1800	32	25	07
6	Jeep Driver MCM	9300-34800	4200	01	00	01
7	Jeep Driver -I	5200-20200	2800	03	01	02
8	Jeep Driver –II	5200-20200	2400	00	01	+01
9	Jeep Driver –III	5200-20200	1900	00	00	00
10	Fitter MCM	9300-34800	4200	02	01	01
11	Filter I	5200-20200	2800	11	04	07
12	Filter II	5200-20200	1900	03	01	02
13	Filter III	5200-20200	2400	00	10	+10
14	Carpenter MCM	9300-34800	4200	05	02	03
15	Carpenter Gr.I	5200-20200	2800	04	02	02
16	Carpenter Gr.II	5200-20200	2400	01	00	01
17	Carpenter Gr.III	5200-20200	1900	00	05	+05

18	Painter MCM	9300-34800	4200	04	03	01
19	Painter Gr.I	5200-20200	2800	04	01	03
20	Painter Gr.II	5200-20200	2400	00	00	00
21	Painter Gr.III	5200-20200	1900	00	06	+06
22	Care Taker	5200-20200	1800	03	04	+01
23	Mason MCM	9300-34800	4200	03	00	03
24	Mason I	5200-20200	2800	02	01	01
25	Mason II	5200-20200	2400	04	01	03
26	Mason III	5200-20200	2400	02	06	+04
27	Plumber Fitter MCM	9300-34800	4200	01	01	00
28	Plumber Fitter - I	5200-20200	2800	03	00	03
29	Plumber Fitter – II	5200-20200	2400	01	00	01
30	Plumber Fitter - III	5200-20200	2400	01	01	00
<b>Total</b>				<b>231</b>	<b>199</b>	<b>32</b>

**REVIEW  
OF  
STAFF STRENGTH  
OF  
SSE(WORKS)  
OF  
ENGINEERING DEPARTMENT  
SAMASTIPUR DIVISION  
(ECR/Effi/WSR/SPJ/18-19/13)**

**GUIDANCE BY**

**Sudhanshu Sharma  
SDGM**

**A.K.Mishra  
E.O**

**STUDY**

**N. Kumar  
E.I.**

**A.Kumar  
E.I**

**WORK-STUDY CELL  
East Central Railway  
HAJIPUR**

**REVIEW**  
**OF**  
**STAFF STRENGTH TO HAVING HIGHEST & LOWEST BENCHMARK**  
**OF BUILDING**  
**OF**  
**ENGINEERING DEPARTMENT**  
**OF**  
**SAMASTIPUR DIVISION**  
**(ECR/Effi/WSR/SPJ/18-19/13)**

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**HAJIPUR**

## **EXECUTIVE SUMMARY**

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<b>Study No.</b>	<b>ECR/Effi./WSR/SPJ/18-19/13</b>
<b>Subject</b>	<b>REVIEW OF STAFF STRENGTH OF SSE(WORKS) OF ENGINEERING DEPARTMENT OF SPJ DIVISION .</b>
<b>Area</b>	<b>SPJ DIVISON</b>
<b>Division</b>	<b>SPJ</b>
<b>Department</b>	<b>ENGINEERING .</b>
<b>Terms of Reference</b>	<b>Assessment of Man Power requirement</b>
<b>Total No. of Recommendations</b>	<b>01</b>
<b>No. of posts recommended for surrender</b>	<b>08</b>
<b>Financial Implication</b>	<b>44.45 lakh</b>
<b>Month of Circulation</b>	<b>JUNE 2018</b>

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## **EAST CENTRAL RAILWAY**

**Office of the  
General Manager(Vig.)  
Hajipur  
Dated: 13-07-18**

**No.: - ECR/Effi/WSR/SPJ/18-19/13**

**Sr. DEN(Co-ordn.)  
East Central Railway,  
Samastipur**

**Sub.:- Review of staff strength having highest & lowest Benchmark of  
Building of Engineering Department of Samastipur Division.**

In connection to the above it is intimated that a work study has been conducted on adequacy of staff strength having highest & lowest Benchmark of Building of Engineering Department of Samastipur Division.

The work study team has recommended to surrender 02 vacant post of Jeep Driver and 06 vacant post of Valveman of SSE(W) of Samastipur Division.

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

DA: Work study report in 11 pages.

**(A.K.Mishra)  
Efficiency Officer  
For SDGM**

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

**Efficiency Officer  
For SDGM**



**EAST CENTRAL RAILWAY**

**WORK STUDY REPORT**

**ON**

TO ACCESS THE

**STAFF STRENGTH TO HAVING HIGHEST & LOWEST BENCHMARK  
OF BUILDING OF  
ENGINEERING DEPARTMENT  
OF  
SAMASTIPUR DIVISION**

**EFFICIENCY CELL**

**EAST CENTRAL RAILWAY**

**HAJIPUR**

**Study No. (ECR/Effi/WSR/SPJ/18-19/13)**

