

**REVIEW
OF
STAFF STRENGTH
OF
Trackman working as chowkidar of Engineering Department of Sonpur Division
WORKING
AT
SONPUR DIVISION
(ECR/Effi/WSR/SEE/18-19/08)**

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WORK-STUDY CELL

East Central Railway

HAJIPUR

EXECUTIVE SUMMARY

Study No.	(ECR/Effi/WSR/SEE/18-19/08)
Subject	REVIEW OF STAFF STRENGTH OF TRACK MAN WORKING AS CHOWKIDAR OF ENGINEERING DEPARTMENT OF SONPUR DIVISION .
Area	SONPUR DIVISION
Division	SEE
Department	ENGINEERING
Terms of Reference	Assessment of Man Power requirement
Total No. of Recommendations	01
No. of posts recommended for surrender	05
Financial Implication	24.04 Lakh
Month of Circulation	JUNE - 2018

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TERMS OF REFERENCE

The study has been conducted under the following terms of references:

To review staff strength vis-à-vis workload of Trackman working as chowkidar (Including carpenter khalasi) of Engineering Department of Sonpur Division

- a) with a view to identify Trackman working as chowkidar in different section.
- b) To assess the effective utilization of Chowkidar working in Engineering (P-Way)Department of Sonpur Division.
- c) To suggest ways and means to improve working of Chowkidar(Including carpenter khalasi) in Engineering Department of Samastipur Division .

METHODOLOGY ADOPTED

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

- i) Data collection and its critical analysis to arrive on factual status of present working.
- ii) Reassessment of manpower requirement by applying on need base.
- iii) Discussion with Sr.DEN(Co-ord)/SEE

SYNOPSIS

1. In Railways, the process of absorption of modernization has been started and still in progress in every sphere of system. These technological up gradations have shown considerable improvement in the efficiency and manpower productivity in Railways.
2. Keeping in view, all these constraints, the Work Study Cell was assigned to conduct work study of staff strength of Trackman working as Chowkidar(Including carpenter khalasi) of Engineering Department of Sonpur Division with a view to assess the staff requirement as per the existing workload .
3. Chowkidar(Including carpenter khalasi) of Engineering Department also plays a vital role in Indian Railways and leads in performance of any Zonal Railway. At present 20 Chowkidar(Including carpenter khalasi) and 116 Trackman are working as Chowkidar against Sanction Strength 26 of chowkidar (Including carpenter khalasi) in Engineering Department of Sonpur Division .

Chapter-I

INTRODUCTION

Benchmarking is a continuous process of comparing different units and identifying which one is the best in the business and then learning how this excellence was achieved and setting out to improve the efficiency of those units, which were behind. If this concept is implemented it will result large reduction in the cost and make significant contribution in improving the efficiency of various divisions of Railways, but Sonpur Division has not infrastructure developed than other Division of Indian railway. Hence, reassessments of man power on need base is done.

There are a large number of Engineering Stores in the Sonpur Division. These stores are being manned by Trackman, Chowkidar (including carpenter and Khalasi) to watch the stores which are under control of Sr.DEN(Co-ord) and assisted by Sr.DEN, DEN, AEN and other staff. At present overall 20 Chowkidar(Including carpenter khalasi) and 116 Trackman are working as Chowkidar.

The working culture of chowkidar are different, the bench marking norm is difficult for calculation of staff. The work study team observed that need base is best option for calculation of staff. Competent Authority has approved a Work Study on “Review of staff strength of Chowkidar(Including carpenter khalasi) of Engineering Department of Sonpur Division.

CHAPTER-II

2.1 Work Load: - Chowkidars (Including carpenter khalasi) of Engineering Department of Sonpur Division are divided into the following sections with the job entrusted to:-

Sl.No.	P.Way Section
01	SSE/ P.Way /THB
02	SSE/ P.Way /KUE
03	SSE/ W /THB
04	SSE/ W/KUE
05	ADEN/THB
06	SSE/ P.Way /SEE
07	SSE/ P.Way /SPP
08	SSE/ W /HJP
09	SSE/ W/SPP
10	ADEN/L/SEE
11	SSE/P.Way/KGG
12	SSE/P.Way/GHZ
13	SSE/W/KGG
14	SSE/W/GHZI
15	SSE/P.Way/E/SPJ
16	ADEN/E/BJU
17	SSE/P.Way/E/SPJ
18	SSE/P.Way/BJU
19	SSE/W/L/BJU
20	SSE/W/GHZI
21	ADEN/W/BJU
22	SSE/P-WAY/MFP
23	SSE/P-WAY/GRL
24	SSE/W/MFP
25	SSE/W/L/MFP
26	ADEN/S/MFP

27	SSE/TD/SEE
28	SSE/W/SEE
29	ADEN /Land/SEE
30	DRM/Engg/SEE

2.2 Duties of Chowkidar-: A large number of equipment items, assets of railway has been kept in store of P.WAY and IOW Store Chowkidar is utilised for look after of store of P.WAY &IOW.

CHAPTER III

CRITICAL ANALYSIS, REQUIREMENT OF STAFF VIS-À-VIS WORK LOAD AND RECOMMENDATIONS:

UNIT WISE CHOWKIDAR WORKING IN STORE OF P.WAY& IOW.OF ENGINEERING DEPARTMENT OF SONPUR DIVISION;-

Sl.No.	P.Way Section	S/S	MOR
01	SSE/ P.Way /THB	01	0
02	SSE/ P.Way /KUE	01	01
03	SSE/ W /THB	0	01
04	SSE/ W/KUE	0	01
05	ADEN/THB	0	0
06	SSE/ P.Way /SEE	01	02
07	SSE/ P.Way /SPP	0	01
08	SSE/ W /HJP	0	0
09	SSE/ W/SPP	01	0
10	ADEN/L/SEE	01	0
11	SSE/P.Way/KGG	0	0
12	SSE/P.Way/GHZ	0	01
13	SSE/W/KGG	0	0
14	SSE/W/GHZI	0	0
15	SSE/P.Way/E/SPJ	01	0
16	ADEN/E/BJU	0	0
17	SSE/P.Way/E/SPJ	0	0
18	SSE/P.Way/BJU	0	0
19	SSE/W/L/BJU	0	0
20	SSE/W/GHZI	01	0
21	ADEN/W/BJU	0	0
22	SSE/P-WAY/MFP	01	02
23	SSE/P-WAY/GRL	0	0
24	SSE/W/MFP	01	0
25	SSE/W/L/MFP	0	0
26	ADEN/S/MFP	01	01
27	SSE/TD/SEE	01	0

28	SSE/W/SEE	01	02
29	ADEN /Land/SEE	0	0
30	DRM/Engg/SEE	01	01
	Total	13	13

**UNIT WISE CARPENTER KHALASI WORKING UNDER SSE P.WAY& IOW.OF
ENGINEERING DEPARTMENT OF SONPUR DIVISION;-**

Sl.No.	P.Way Section	S/S	MOR
01	SSE/ P.Way /THB	01	0
02	SSE/ P.Way /KUE	01	0
03	SSE/ W /THB	0	0
04	SSE/ W/KUE	0	0
05	SSE/ P.Way /SEE	01	0
06	SSE/P.Way/KGG	01	03
07	SSE/P.Way/GHZ	01	0
08	SSE/P.Way/E/SPJ	01	01
09	SSE/W/L/BJU	01	02
10	SSE/P-WAY/MFP	01	0
11	SSE/W/L/MFP	01	0
12	SSE/W/SEE	02	01
13	Total	13	07

Work study team observed that presen 13 chowkidar and 07 carpenter khalasi are utilized and track man are also utilized for shortage of chowkidar . and discussion with concerning one posts of carpenter helper /khalasi should be under process.

Requirement of chowkidar :-

S/S=13 Requirement =13 Excess 13-13=0

Requirement of Carpenter khalasi :-

S/S=13 Requirement =08 Excess 13-08=05

Hence work study team are observed that 05 posts of carpenter khalasi may be recommended for surrender.

CHAPTER IV

Recommendation -

Work study team has recommended , 05 vacant posts of carpenter helper/ khalasi may be surrendered. .

Total Sanction Strength of carpenter khalasi =13

Total Men on Roll =07

Total Vacant post =06

Total Staff required =08

Excess Staff =13-08= 05 Staff

After going through the requirement of staff, the work study team observed that the 05vacant posts of carpenter helper/khalasi may be recommended for surrender and financial saving will be Rs 24.04 Lakh per annum. The work is going on without any hindrance.

CHAPTER - V

FINANCIAL SAVINGS:-

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

SL. No.	Category	Scale of pay (Rs.)	Grade pay	Level	No. of post	Mean pay per year per staff (Rs.)	Annual financial savings in Lacs (Rs.)
1.	Carpenter/ helper/ khalasi	18000-56900	1800	01	05	480864	2404320
	Total				05		2404320 i.e.24.04 lakh

Annexure –I

Staff position of chowkidar of Engineering Department of Sonpur Division as on 16.07.2018

Sl NO .	Category	Scale	Grade pay	Sanctioned Strength	Men on Roll	Vacancy
1.	Chowkidar SSE(P-Way)	5200-20200	1800	13	13	00
2	Carpenter /Helper/khala si	5200-20200	1800	13	07	06
	Total			26	20	06

EAST CENTRAL RAILWAY

**Office of the
General Manager(Vig.)**

Hajipur

Dated: 13.07.2018

No.: - ECR/Eff./WSR/SEE /18-19/08

**Sr. DEN(Co-ord)
East Central Railway,
Sonpur**

Sub.:- Work study report on adequacy of staff strength Trackman working as chowkidar of Engineering Department of Sonpur Division

In connection to above, it is intimated that work study has been conducted on adequacy of staff strength of Trackman working as chowkidar of Engineering Department of Sonpur Division. The work study team has recommended to surrender of 05 posts of carpenter Helper/khalasi .

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 .

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.

**Efficiency Officer
For SDGM**

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

For SDGM



EAST CENTRAL RAILWAY

WORK STUDY REPORT

**To assess the utility of Trackman working as Chowkidar of
Engg. Department of Sonpur Division**

EFFICIENCY CELL

EAST CENTRAL RAILWAY

HAJIPUR

STUDY NO. ECR/EFF./WSR/SEE/18-19/08

