

**REVIEW  
OF  
STAFF STRENGTH  
OF  
KHALASI AND CHOWKIDAR WORKING UNDER SSE/W OF  
ENGINEERING DEPARTMENT  
WORKING  
AT  
DANAPUR DIVISION  
(ECR/Effi/WSR/DNR/18-19/11)**

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**East Central Railway**

**HAJIPUR**

## **EXECUTIVE SUMMARY**

<b>Study No.</b>	<b>(ECR/Effi/WSR/DNR/18-19/11)</b>
<b>Subject</b>	<b>REVIEW OF STAFF STRENGTH OF KHALASI AND CHOWKIDAR WORKING UNDER SSE/W OF ENGINEERING DEPARTMENT WORKING AT DANAPUR DIVISION .</b>
<b>Area</b>	<b>DANAPUR DIVISION</b>
<b>Division</b>	<b>DNR</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>18</b>
<b>Financial Implication</b>	<b>86.55</b>
<b>Month of Circulation</b>	<b>SEPTEMBER</b>

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## **TERMS OF REFERENCE**

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

- a) To review staff strength vis-à-vis workload of Engineering Department of Danapur Division with a view to identify the surplus manpower in different section.

- b) To assess the effective utilization of khalasi and chowkidar working in Engineering Department of Danapur Division .
- c) To suggest ways and means to improve working of khalasi and chowkidar in Engineering Department of Danapur Division .

### **METHODOLOGY ADOPTED**

The following techniques have been applied to conduct the study:-

- i) Data collection and its critical analysis to arrive on factual status of present working.
- ii) Discussion with Sr.DEN(Co-ord)/ECR/DNR
- iii) Discussion with Sr.DEN/DNR and AEN/PNBE
- iv) Discussion with SSE/W ARA, PNBE, DNR, KIUL,BXR and JHD of DNR Division.

### **SYNOPSIS**

1. In Railways, the process of absorption of modernization has been started and still in progress in every sphere of system. These technological upgradations 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 khalasi and chowkidar working under SSE/W of Engineering Department of Danapur Division with a view to assess the staff requirement as per the existing workload .
3. Khalasi and Chowkidar of Engineering Department also plays a vital role in Indian Railways and leads in performance of any Zonal Railway. At present 168 khalasi and 34 chowkidar are working against Sanction Strength 210 and 42 respectively in Engineering Department of Danapur Division as on Sr.DEN(Co-ord)/DNR letter no- W-5/Estab. Danapur dt. 05.09.2018.

# **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 Danapur Division has not infrastructure developed than other Division of Indian railway. Hence, reassessments of man power on need base is done.

Khalasi and Chowkidar are under control of Sr.DEN(Co-ord) and assisted by Sr.DEN, DEN, AEN and other staff. At present overall 168 khalasi and 34 chowkidar are working against Sanction Strength 210 and 42 respectively in Engineering Department of Danapur Division.

The working culture of khalasi and chowkidar are different, no particular bench marking norm is available 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 Khalasi and Chowkidar working under SSE/W of Engineering Department of Danapur Division.

## **CHAPTER-II**

**2.1 Work Load:** - Khalasi of Engineering Department of Danapur Division is divided into the following sections with the job entrusted to:-

<b>Sl.No.</b>	<b>Section</b>
01	SSE/SE/ Works/JAJ
02	SSE/SE/ Works/KEU
03	SSE/SE/ Works/NWD
04	SSE/SE/ Works/MKA
05	SSE/SE/ Works/RGD
06	SSE/SE/ Works/PNBE
07	SSE/SE/ Works/JHD
08	SSE/SE/ Works/Col./DNR
09	SSE/SE/ Works/L/DNR
10	SSE/SE/ Works/ARA
11	SSE/SE/ Works/BXR
12	WSF/DNR
13	SSE/SE/Works/BKP

Chowkidar of Engineering Department of Danapur Division is divided into the following sections with the job entrusted to:-

<b>Sl.No.</b>	<b>Section</b>
01	SSE/SE/ Works/BXR
02	SSE/SE/ Works/KEU
03	SSE/SE/ Works/NWD
04	SSE/SE/ Works/MKA
05	SSE/SE/Works/BKP
06	SSE/SE/ Works/PNBE
07	SSE/SE/ Works/JHD
08	SSE/SE/ Works/Col./DNR
09	SSE/SE/ Works/L/DNR
10	SSE/SE/ Works/ARA
11	SSE/SE/ Works/BXR
12	WSF/DNR

## 2.2 Deployment of Khalasi in Engineering Department of Danapur Division .

<b>Sl.No.</b>	<b>Section</b>	<b>S/S</b>	<b>MOR</b>
01	SSE/SE/ Works/JAJ	15	07
02	SSE/SE/ Works/KEU	13	11
03	SSE/SE/ Works/NWD	07	04
04	SSE/SE/ Works/MKA	11	10
05	SSE/SE/ Works/RGD	04	02
06	SSE/SE/ Works/PNBE	33	33
07	SSE/SE/ Works/JHD	07	05
08	SSE/SE/ Works/Col./DNR	53	35
09	SSE/SE/ Works/L/DNR	10	05
10	SSE/SE/ Works/ARA	08	08
11	SSE/SE/ Works/BXR	13	13
12	WSF/DNR	20	20
13	SSE/SE/Works/BKP	16	15

## 2.3 Deployment of Chowkidar in Engineering Department of Danapur Division .

<b>SL.No.</b>	<b>Section</b>	<b>S/S</b>	<b>MOR</b>
01	SSE/SE/ Works/JAJ	03	08
02	SSE/SE/ Works/KEU	02	00
03	SSE/SE/ Works/NWD	02	02
04	SSE/SE/ Works/MKA	03	02
05	SSE/SE/ Works/BKP	02	01
06	SSE/SE/ Works/PNBE	06	06
07	SSE/SE/ Works/JHD	03	02
08	SSE/SE/ Works/C/DNR	11	06
09	SSE/SE/ Works/L/DNR	03	01
10	SSE/SE/ Works/ARA	01	01
11	SSE/SE/ Works/BXR	03	02
12	WSF/DNR	03	03



**2.4 Duties of Khalasi :** In Engineering department, khalasi are utilized to assistance of artision staff,which are following:-

a)**With Fitter:-** Mainly Khalasi are utilised with fitter for maintenance of Chapakal, Water pump, door hinge in colony, station, service building, L.C.Gate and officers rest house .

b)**With Carpenter :-** Khalasi are utilized with carpenter for repairing work of door, window, chair, table of colony, officers rest house, service building and L.C.gate.

c) **With Massion :-** Khalasi are utilized with massion for general repair work of L.C.gate, station and colony.

d) **With Black smith :-** Khalasi are utilized with Black smith for general repair work with related to Black smith of L.C.gate, station , Gutter and colony

**2.5 Duties of Chowkidar:** Mainly Chowkidar is utilised for look after of store of IOW, ADEN office, IOW office and Officer Rest House.

## CHAPTER-III

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

2.1.0 Kkalasi and Chowkidar of Engineering Department of Danapur Division is working under control of Sr. DEN(Co-ord) Danapur. To arrive at a factual conclusion on requirement of khalasi and chowkidar for Engineering Department of Danapur 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 and applied on need base.

#### 2.3.3 Staff cadre in Khalasi of Engineering Department of Danapur Division:-

S.N	Category	Sanction strength	Men on roll	Vac.
1	Khalasi	210	168	42
Total staff		210	168	42

Requirement of khalasi in each unit of DNR Div. Except SSE/ works/L/DNR. SSE/works /Coloney/DNR , SSE/work/WSF/DNR and SSE/works/PNBE .

As per spot observation and on need base 04 khalsi are utilized with Fitter, 02 khalasi with Carpenter , 02 khalasi with masion and 02 khalasi with Black smith. Total khalasi =04+02+02+02=10.

LR @12.5% of 10=12.50=01(say)

Total =10+01=11 in each unit

Total No. Of unit =10 except SSE/ works/L/DNR. SSE/works /Coloney/DNR , and SSE/works/PNBE.

Total khalasi are required in 10 unit= $10 \times 11 = 110$

Work study team observed that the balance 03 unit of DNR Division are vital and in large scale maintenance work in works of Engineering department.

Hence, two group of fitter, carpenter blacksmith, mason work are utilized .

Requirement of Khalasi in SSE/ works/L/DNR. SSE/works /Coloney/DNR , and SSE/works/PNBE;-

As per need base 08 khalsi are utilized with Fitter, 07 khalasi with Carpenter , 06 khalasi with mason and 06 khalasi with Black smith. Total khalasi = $08+07+06+06=27$ .

LR @12.5% of 27= $3.37=03$  say

Total = $27+03=30$  in each unit

Khalasi required in SSE/ works/L/DNR. SSE/works /Colony/DNR, and SSE/works/PNBE= $30 \times 03 = 90$

Total khalasi are required in al 13 units = $110+90=200$

S/S=210

Requirement =200

Excess = $210-200=10$

Hence 10 vacant posts of khalasi may be recommended for surrender.

Requirement =  $110 + 90 = 210$

Excess =  $210 - 200 = 10$

Requirement of Chowkidar staff :-

S/S-42 MOR -34 Vacancy-08

Requirement of chowkidar- Work study team observed that chowkidar utilized in 12 units of works of Engineering department.

01 chowkidar is required in each shift to look after for IOW office , store .officers rest house. Two shift duty are performed .

Total =  $01 \times 02 = 02$

RG = 01

Total =  $02 + 01 = 03$ . 03 chowkidar are required in each unit

Total no of unit = 12

Total chowkidar are required in 102 units =  $12 \times 03 = 36$

02 other group 'D' staff are utilized against chowkidar. Presently 34 working chowkidar are sufficient for smooth work of works of Engineering department .

S/S = 42 , MOR = 34, Requirement = 34

Excess =  $42 - 34 = 08$

Hence, 08 vacant posts of chowkidar may be recommended for surrender.

## **CHAPTER IV**

### **RECOMMENDATION**

As there is no yardstick for calculation of staff. The work study team has made its assessment of staff on need base, it is observed that at present 10 vacant posts of khalasi and 08 vacant post of chowkidar is excess than requirement.

Total Sanction Strength of Khalasi = 210

Total Men on Roll = 168

Total Vacant post =42

Total Staff required =200

Exceeds post =210 - 200= 10 Staff

Total Sanction Strength of Chowkidar = 42

Total Men on Roll = 34

Total Vacant post =08

Total Staff required =34

Exceeds post =42 - 34= 08 Staff

After going through the requirement of staff, the work study team observed that 10 vacant posts of khalasi and 08 vacant posts of Chowkidar, may be recommended for surrender and financial saving will be Lac 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	No. of post	Mean pay per year (Rs.)	Annual financial savings in Lacs (Rs.)
1.	Khalasi	5200-20200	1800	10	40072	4808640
2.	Chowkidar	5200-20200	1800	08	40072	3846912
Total				18	471864	8655552 (86.55 Lacs)

## CHAPTER VI

### Summary:-

After critically examining the work load of Khalasi and Chowkidar categories of Engineering Department of Danapur Division, work study team proposes as below:-

S.No	Designation	BOS	Requirement as per WS	Proposed surrender	Remark
01.	Khalasi	210	200	10	10 vacant posts of Khalasi .
02.	Chowkidar	42	34	08	08 vacant posts Chowkidar.

Total four vacant posts of recommended for surrender = 18 staff.

## **Annexure -I**

Staff position of Khalasi and Chowkidar of Engineering Department of Danapur Division:-

<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>
01.	Khalasi	5200-20200	1800	210	168	42
01.	Chowkidar	5200-20200	1800	42	34	08





**EAST CENTRAL RAILWAY**

**WORK STUDY REPORT**

**To assess the utility of Khalasi and Chowkidar of Engg.  
Department of Danapur Division**

**EFFICIENCY CELL**

**EAST CENTRAL RAILWAY**

**HAJIPUR**

**Study No. ECR/Eff./WSR/DNR/18-19/11**

**EAST CENTRAL RAILWAY**

**Office of the  
General Manager(Vig.)  
Hajipur  
Dated: 28-09-18**

**No.: - ECR/Effi/WSR/DNR/18-19/11**

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

**Sub.:- Review of staff strength of Khalasi and Chowkidar working  
under SSE(W) of Engineering Department of Danapur Division.**

In connection to the above it is intimated that a work study has been conducted on adequacy of staff strength of Khalasi and Chowkidar working under SSE(W) of Engineering Department of Danapur Division.

The work study team has recommended to surrender 18 vacant posts (10 vacant posts of Khalasi and 08 vacant posts of Chowkidar) of Engineering Department of Danapur 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 17 pages.

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

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

**For SDGM**