

TERMS OF REFERENCE

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

- a) To review staff strength vis-à-vis workload of Building of Engineering Department of Sonapur Division with a view to identify the surplus manpower in different section.
- b) To assess the effective utilization of staff working in Building of Engineering Department of Sonapur Division.
- c) To suggest ways and means to improve working of staff in Building of Engineering Department of Sonapur 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
- iv) Discussion with .DEN/SEE
- v) Discussion with ADEN/THB,,AEN I&II BJU, .
- vi) Discussion with SSE(W) of SEE 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 Building of Engineering Department of Sonapur Division with a view to assess the staff requirement as per the existing workload .
3. Building staff of Engineering Department also plays a vital role in Indian Railways and leads in performance of any Zonal Railway. At present 545 men are working against Sanction Strength 589 are working in Building in Engineering Department of Sonapur Division as on Sr.DEN(Co-ord) letter no- E/310/Qtr rent/prime/SEE/Part-V/W-5 ated 27.07.2018

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 12 SSE (works) in SEE Divison.
- 1.3 Jurisdiction of SSE (Works) is whole SEE Divison.
- 1.4 Methodology;-
 - Discussion with Sr. DEN(Co-ord) SEE
 - Discussion with DEN/ HQ /SEE
 - Compilation of data

CHAPTER -II

Present Scenario:-

The actual staff strength of SSE(W) SPJ Divison is 545 against the sanctioned strength of 589 with a vacancy of 44.

2.1 One Sr. section Engineer is in-charge of SSE (Work) of all the 12 points – He is responsible for-

- i) Maintenance of Station Building , staff Quarters, approach roads ,water supply, 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 SEE Divison .

2.3 Service Building. - There are many Service Building in SEE 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 SEE Divison.

BOS - 589

MOR - 545

VACANCY - 44

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

(1) SSE(W)

BOS -22

MOR - 18

VACANCY - 04

SSE(W) is over all incharge. 22 SSE are sufficient.

(2) J.E.(W)

BOS - 09

MOR - 08

VACANCY - 01

To look after the work of staff 09 J.E. are sufficient.

(3) Fitter

BOS - 15

MOR - 17

VACANCY - +02

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. 15 Fitter are sufficient for present work load.

(4) Helper

BOS - 29

MOR - 17

VACANCY - 12

Helpers are attached with Fitter, Carpenter, Painter, Blacksmith, Mason and Plumber 29 Helpers are sufficient for present work load.

(5) Valve Man

BOS -19

MOR 21

VACANCY - +02

Water supplied to Service buildings and Railways Quarters through water tapes attached with tank. Valve man is required to operate valve in fixed time. 19 Valve man are sufficient for present work load .

(6) Chowkidar

BOS - 13

MOR - 06

VACANCY - 07

6 Chowkidar are sufficient for present work load.

(7) Carpenter

BOS - 35

MOR - 20

VACANCY - 15

Carpenter repairs doors & windows of staff quarter and service building. 35 Carpenter are sufficient for present work load.

(7) Painter

BOS - 07

MOR - 10

VACANCY - +3

7 Painter are sufficient for present work load.

(9)Khalasi/Helper(Multipurpose)

BOS - 458

MOR - 280

VACANCY - 178

448 Khaiasi are sufficient for present Multipurpose work load.

(10) Mason

BOS -13

MOR - 16

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. 13 Masons are sufficient for the present work load.

(11) Care Taker

BOS - 00

MOR - 01

VACANCY - +01

01 Care taker is Sufficient for present work load.

(12) Smithy

BOS- 28

MOR-10

VACANCY-18

28 Black-Smith are sufficient for present work load.

(13) Welder

BOS- 35

MOR-00

VACANCY-35

35 Welder are sufficient for present work load.

(14) Hammer- man

BOS- 07

MOR-01

VACANCY-06

8 Hammer- man are sufficient for present work load

(15) Mali

BOS- 24

MOR-24

VACANCY-00

24 Mali are sufficient for present work load.

(16) Record- sorter

BOS- 02 MOR-02 VACANCY-00

02 Record- sorter are sufficient for present work load.

(17) Khalasi/Helper(KMPTLR)

BOS- 03 MOR-00 VACANCY-03

There is no need of Khalasi/Helper(KMPTLR)

(18) Khalasi/Helper(Blow-man)

BOS- 01 MOR-00 VACANCY-01

There is no need of Khalasi/Helper(Blow-man)

(19) Safaiwala

BOS- 01 MOR-00 VACANCY-01

Due to outsourcing there is no need of Safaiwala.

(20) Peon (office)

BOS- 06 MOR-01 VACANCY-05

01 office peon is sufficient for present work load.

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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	Chowkidar	13	06	06	07	07vacant post may be surrendered.
2.	Safaiwala	01	00	00	01	01 vacant post may be surrendered.
3.	Peon	06	01	01	05	05 vacant post may be surrendered
4	Khalasi/ Helper(Blow Man	01	00	00	01	01vacant post may be surrendered
5	Khalasi/ Helper(KMPTL R)	03	00	00	03	03vacant post may be surrendered
6	Khalasi/Helper Multipurpose	458	280	448	10	10vacant post may be surrendered
Total					27	

CHAPTER -V

Recommendation ;-

BOS - 589

MOR - 545

VACANCY -44

The work study team has conducted the work study on need base. Work study team recommend to surrender 07 Vacant post of Chowkidar, 01 Vacant post of Safaiwala, 05 Vacant post of peon(Office), 01 Vacant post of Khalasi/Helper(Blow Man), 03 Vacant post of Khalasi/Helper(KMPTL)& 10 Vacant post of Khalasi/Helper(Multi Purpose)

CHAPTER -VI

Financial Saving ;-

S.N	Designation	Scale	Grade Pay	No.o f Post s	Saving Per Annum Per staff.	Annual financial saving(Rs)
1.	Chowkidar	5200-20200	1800	07	480864	3366048
2.	Safaiwala	5200-20200	1800	01	480864	480864
3.	Peon(Office)	5200-20200	1800	05	480864	2404320
4.	Khalasi/ Helper(Blow Man)	5200-20200	1800	01	480864	2404320
5.	Khalasi/Helper (KMPTLR)	5200-20200	1800	03	480864	1442592
6.	Khalasi/ Helper(Multi Purpose)	5200-20200	1800	10	480864	4808640
Total				27		12983328 ie 129.83 Lakh

Annexure -I

Staff position of SSE(W) SEE Divison.

Sl NO.	Category	Scale	Grade pay	Sanctioned Strength	Men on Roll	vacancy
1	S.S.E(Work)	9300-34800	4600	22	18	4
2	JE Work	9300-34800	4200	9	8	1
3	Technician(Painter)	9300-34800	4200	3	1	2
4	Technician(Painter)	5200-20200	4200	4	2	2
5	Technician(Painter)	5200-20200	2400	0	2	(+)2
6	Technician(Painter)	5200-20200	1900	0	5	(+)5
7	Technician(Carpenter)	5200-20200	4200	9	1	8
8	Technician(Carpenter)	5200-20200	2800	14	2	12
9	Technician(Carpenter)	5200-20200	2400	3	4	(+)1
10	Technician(Carpenter)	5200-	1900	5	13	(8)+

		20200				
11	Technician(Mason)	5200-20200	4200	5	1	4
12	Technician(Mason)	5200-20200	2800	3	2	1
13	Technician(Mason)	5200-20200	2400	2	2	0
14	Technician(Mason)	5200-20200	1900	3	11	(+)8
15	Technician(Fitter Civil)	5200-20200	4200	6	2	4
16	Technician(Fitter Civil)	5200-20200	2800	4	1	3
17	Technician(Fitter Civil)	5200-20200	2400	2	3	(+)1
18	Technician(Fitter Civil)	5200-20200	1900	3	11	(+)8
19	Technician(Smithy)	5200-20200	4200	12	0	12
20	Technician(Smithy)	5200-20200	2800	6	1	5
21	Technician(Smithy)	5200-20200	2400	3	3	0
22	Technician(Smithy)	5200-20200	1900	7	6	1
23	Technician(Welder)	5200-20200	4200	9	0	9

24	Technician(Welder)	5200-20200	2800	18	0	18
25	Technician(Welder)	5200-20200	2400	3	0	3
26	Technician(Welder)	5200-20200	1900	5	0	5
27	Technician(Hammerman)	5200-20200	1900	7	1	6
28	Chowkidar	5200-20200	1800	13	6	7
29	Khalasi/Helper(Moson)	5200-20200	1800	4	3	1
30	Khalasi/Helper(Fitter)	5200-20200	1800	9	4	5
31	Khalasi/ Helper(Carpenter)	5200-20200	1800	13	7	6
32	Khalasi/Helper(Painter)	5200-20200	1800	1	3	-2
33	Khalasi/Helper(Welder)	5200-20200	1800	2	0	2
34	Valveman	5200-20200	1800	19	21	(+)
35	Mali	5200-20200	1800	24	24	0
36	Safaiwala	5200-20200	1800	1	0	1
37	Peon(Office)	5200-	1800	6	1	5

		20200				
38	Record Sorter	5200-20200	1800	2	2	0
39	Ferro Printer	5200-20200	1800	0	0	0
40	Caretaker	5200-20200	1800	0	1	-1
41	Khalasi/Helper(Multi-Purpose)	5200-20200	1800	458	280	178
42	Surveyor	5200-20200	1800	0	1	-1
43	Khalasi/Helper(Blow Man)	5200-20200	1800	1	0	1
44	Khalasi/Helper(KMPTLR)	5200-20200	1800	3	0	3
45	Substitutes	5200-20200	1800	0	3	(+)3
46	Banglo Peon(TADK)	5200-20200	1800	1	1	0

REVIEW

**OF
STAFF STRENGTH
TO
HAVING HIGEST AND LOWEST BENCHMARKS
OF BUILDING OF
ENGINEERING DEPARTMENT OF
SONEPUR DIVISION**

(ECR/Effi/WSR/SEE/18-19/12)

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

Study No.	ECR/Effi./WSR/SEE/18-19/12
Subject	REVIEW OF STAFF STRENGTH TO HAVING HIGHEST AND LOWEST BENCHMARKS OF BUILDING OFENGINEERING DEPARTMENT OF

	SEE DIVISION .
Area	SEE DIVISON
Division	SEE
Department	ENGINEERING .
Terms of Reference	Assessment of Man Power requirement
Total No. of	01
Recommendations	
No. of posts recommended for surrender	27
Financial Implication	129.83 lakh
Month of Circulation	JULY 2018

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EAST CENTRAL RAILWAY

**Office of the
General Manager(Vig.)
Hajipur
Dated: 27-08-18**

No.: - ECR/Effi/WSR/SEE/18-19/12

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

Sonepur

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

The work study team has recommended to surrender 07 vacant post of Chowkidar , 01 vacant post of Safaiwala ,05 vacant post of office peon , 01 vacant post of Khalasi/Helper (Blow-man) , 03 vacant post of Khalasi/Helper (KMPTLR) and 10 vacant post of Khalasi/Helper (Multipurpose) of Sonepur 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 16 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/ SEE for kind information please.
(iv) Sr. DPO / SEE 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
SONEPUR DIVISION

EFFICIENCY CELL
EAST CENTRAL RAILWAY

HAJIPUR

StUDy No: - ECR/Effi/WSR/SEE/18-19/12

