



EAST CENTRAL RAILWAY

WORK STUDY REPORT  
ON

To assess the utility of medically decategorised staff and  
deployment of running/ safety staff for running duty in  
control of SEE Division

EFFICIENCY CELL  
EAST CENTRAL RAILWAY  
HAJIPUR

Study No. ECR/Eff./WSR/SEE/18-19/07

**REVIEW**  
**OF**  
**STAFF STRENGTH**  
**OF**  
medically decategorized staff

and  
deployment of running/ safety staff for non running duty in  
control  
of  
SEE Division

**(ECR/Effi/WSR/SEE/18-19/07)**

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**WORK-STUDY CELL**  
**EAST CENTRAL RAILWAY**  
**HAJIPUR**

## **EXECUTIVE SUMMARY**

<b>Study No.</b>	<b>(ECR/Effi/WSR/SEE/18-19/07)</b>
<b>Subject</b>	Review of medically de categorized staff and deployment of running/ safety staff for non running duty in control of SEE Division
<b>Area</b>	<b>CONTROL SONPUR</b>
<b>Department</b>	<b>OPERATING,ELECTRICAL,MECHANICAL ,S&amp;T ,ENGINEERING</b>
<b>Terms of Reference</b>	<b>Assessment of Man Power requirement</b>
<b>Total No. of Recommendations</b>	<b>03</b>
<b>No. of posts recommended for surrender</b>	<b>04</b>
<b>Financial Implication</b>	<b>24.37 Lac</b>
<b>Month of Circulation</b>	<b>July 2018</b>

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## **TERMS OF REFERENCE**

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

- a) To review of staff vis-à-vis workload of control of Operating department of Sonpur Division with a view to identify the surplus manpower in this unit.
- b) To assess the effective utilization of staff working in control of operating department of Sonpur
- c) To suggest for optimization of wages of operating control staff.

## **METHODOLOGY ADOPTED**

The team applied the following work study techniques for conducting the study.

- 1- Data collection and its analysis to assess the factual status & existing work load.
- 2- Spot observations and physical checks to assess the performance of operating staff in control sonpur .
- 3- Discussion with Sr.DOM /SEE
- 4- Discussion with all concerning in charge of section.
- 5- Discussions at various levels of staff to arrive at fruitful result.
- 6- Reassessment of manpower requirement by applying need base.

## **SYNOPSIS**

Indian Railway is one of the biggest transportation organizations among all other transport organizations in the country. In fact, Railway is backbone of the country's transport systems. In the recent time, Railway is facing tremendous competition from road and air. At the time of competition transport system should not only be agile, prompt and amenable but also financially viable. In order to bring economy in expenditure the optimum utilization of man, machine and material will have to be ensured.

In Railways, the process of absorption of modernization has been started and still in progress in every sphere of the system. As a result of which certain activities have become fully redundant/ obsolete from existing system. These technological up gradations have shown considerable improvement in the efficiency and manpower productivity in Railways. Keeping in view, all these constraints, Work Study Cell is assigned to conduct work study of medically de categorized staff and deployment of non running/ safety staff for running duty in control of SEE Division with a view to assess the staff requirement as per the existing workload.

To arrive at the actual requirement of staff, the team held discussions at various levels and kept practicability in view.

## **Chapter-I**

### **1.0 INTRODUCTION**

- 1.1 Railway is one of the biggest transport organizations whose services are utilized by a large number of floating populations. It becomes more important to maintain smooth operation of trains .
- 1.2 Control harnesses the efforts of all the departments of Railway and optimizes usage of operational assets viz. track, signals fixed installations and rolling stock.
- 1.3 Main motto of Railway is safety, security & punctuality. Particularly , this work study has been conducted to review the staff strength of medically de categorised staff and deployment of non running duty in control of SEE Division .
- 1.4 All efforts should be made to ensure that revenue is spent carefully over assets, infrastructure and manpower. In other words, Railway administration should curtail wasteful expenditure in operational and maintenance cost so as to bring down the operating ratio, which is the prime indicator of Railway finances.
- 1.5 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 unit of the Railways, but East central Railway, Hajipur zone has not infrastructure developed than other zone of Indian railway. Yard stick

of control is not available Work study team observed that assessment of man power on need base is best option.



## Chapter-II

### **PRESENT SCENARIO:-**

#### Function of control office :-

The main function of the Control Office is planning, execution and review with all the three activities going on simultaneously. ii) Planning is aimed at forecasting and optimizing the following:- 1. Interchange 2. Trains to be run section-wise 3. Supply of rakes/ for bulk loading,. 4. Release of inward loaded rakes placed for Unloading Information regarding the following items is generally required for this purpose: (a) Analysis of divisional wagon holding (b) Power availability (c) Availability of loads (d) Disposal of empty rakes (e) Demands for loading The plan is made by Control in the early hours of morning and reviewed by Operating Officers. Changes in the plan, as deemed necessary are made at various stages on the basis of updated information received from the activity centers, adjacent divisions and instructions received from the Head Quarters. iii) Execution: The goods operation plan is executed on the basis of actual materialization. of the forecast with suitable adjustments made for short falls /excesses. Yards, Loco Sheds, Stations, Terminals, Lobbies and TXR depots are actively involved in execution of the plan. iv) Review: The trend of the day's position is reviewed by the Chief Controllers and Officers in the afternoon. Detailed review of the previous day's performance is carried out early in the morning by the Operating Officers with the following objectives: 1. Analyzing shortfalls of previous day to take remedial measures and pin-point weak spots. 2. Provide data for planning for the current day. The main features of performance, which can be reviewed, include: • Interchange failures • Divisional Wagon Balance (Wagons on Division) • Train Running • Disposition of empties • Loading at important terminals – and in case of shortfall, reason for the same. • Review of unusual occurrences • Examination of Control Charts • Particulars of stabled loads • Yard performance • Unloading on Division • Registrations and Loading • Power position, utilization of

Locos & Terminal detention • Sick line working • Special type of stock • Clearance of piecemeal wagons (sick or otherwise) from roadside stations

Medically de categorized staff should be utilized against vacancy of control staff and fit suitable staff may be utilized for normal running train operation.

**Unit/poinst of operating control:-** Train operation of Sonpur division are monitor/controlled by section controller .The entire division are divided in four control board namely.

- (i) Katihar Board
- (ii) KTI Board
- (iii) CPI Board
- (iv) SPP Board.

Two additional control are also working such as

- (i) Chief control coaching
- (ii) Chief control Goods.

COIS & FOIS and stock are also working in control office .

## CHAPTER - III

### CRITICAL EXAMINATION:-

**3.1** The actual staff strength of operating control of SEE Division is 45 against the sanctioned strength of 59. Other department has not specific BOS of control. The staff requirement for the present work load at control of SEE Division are arrived at based on the need base.

Medical de categorized staff of Sonpur division are given below :-

#### YEAR -2011

S.NO	Name	Designation/Station Prior de categorized	Date of de categorized With medical grade	Fit for	Designation/Station after de categorized
1	Rajesh Kumar	EX-ASM/HJP	06.04.11,A-2	B-2	TNC(Control Room/OPTG)
2	Manish	Dy SS/SEE	20.04.11,A-2	C-1	CH.OS/MECH
3	Rohit Kumar Ojha	Constble/CIB/SEE	25.02.11,B-1	B-1	Jr. Clerk/RPF
4	Devanand	P.Man/BAGL	25.02.11,A-2	A-3	Peon/OPTG
5	Pawan Kumar	Sr.Goods Gard/MFP	13.12.11,A-2	A-2	TNC/OPTG
6	Vinod Chaudhary	Guard /BJU	25.05.11,A-1	C-1	OS/OPTG
7	Sanjay Kumar Singh	Constable/RPF/HJP	18/25.05.11,B-1	C-1	Jr.Clerk/RPF/HJP
8	Vinay Kumar Ray	LP/Goods/SEE	04.04.11,A-2	A-1	CH.OS/Mech
9	Ram Singhashan Ray	P.Man/STLR	03.10.11,A-2	C-1	Peon/OPTG
10	Harendra Kumar Das	TE/KEE	17.10.11,A-1	C-1	Jr.Clerk/OPTG
11	Sanjeev Kumar	Track Man/SEE	17.10.11,A-2	C-1	Chowakidar/ENGG

12	Sailendra Kumar Singh	PWS/SEE	17.10.11,A-3	B-2	JEE/Drawing/ENGG
13	Raj Ballbhav Sharma	Dressor/GHZ	17.10.11,A-2	A-2	Jr.Clerk Medical
<b>2012</b>					
14	Ram Chandra Mahto	Track Man/AGG	25.04.12,B-1	C-1	Chowkidar/ENGG
15	Suresh Prasad Yadav	LP/Goods/BJU	11.05.12,A-1	A-1	Crew Controller
16	Satendra Kumar Singh	LP Goods/SEE	15.05.12,A-1	A-1	Crew Controller
17	Dinesh Ray	LP/Shuntar/BJU	15.05.12,A-1	C-1	Crew Controller
18	Raghav Ji Sharma	ESM/SIG/SEE	12.10.12,B-1	C-1	Sr.Clerk/Mech
19	Pawan Kumar	Traffic Potor	16.11.12,A-2	B-2	Track Man/ENGG
20	Rajendra Prasad	LP/SEE	16.11.12,A-1	A-1	Crew Controller/Mech
21	Baleshwar Ray	Track Man/KPGM	19.12.12,A-3	A-3	Chowkidar/ENGG
22	Paltan Sada	G.Man/SPP	25.04.12,A-3	C-1	VR
23	Shiv Prasad Ray	Track Man/SEE	19.12.12,A-3	B-2	Chowkidar/ENGG
<b>2013</b>					
24	Alok Kumar	Sr.PWS/SEE	15.04.13,A-3	C-1	OS/ENGG
25	Aijgaivi Nath Sriwastava	LP Goods/SEE	25.06.13,A-1	A-1	Crew Controller
26	Vinod Kumar Singh	Gard Goods/MAP	13.09.13,A-2	A-2	Jenitor Under DMM/SEE
27	Prakash Gaurav	YM/NRPA	19.09.13,A-2	A-2	CTNC/OPTG
28	Strudhan Singh	SM/BJU	16.09.13,A-2	C-2	OS/ENGG
29	Brahmdev Hazara	LP /Goods/BJU	19.09.13,A-1	A-1	Crew Controller
30	Ashok Manlick	G.Man/SPP	17.10.13,A-2	A-2	Chowkidar/ENGG

31	Rajesh Gupta	ASM/PSR	23.10.13,A-2	C-1	OS/Elec/TRD
32	Ajay Kumar Sinha	G.Man/DGA	16.11.13,A-3	A-3	Care Taker/ENGG
33	Nalnikant	ALP/BJU	13.12.13,A-1	A-1	Tech-III/Mech
2014					
34	Janardan Yadav	LP/BJU	03.01.14,A-1	A-1	MCM/Tech/C&W
35	Deep Narauana Singh	P.Man /ARYN	22.01.14,A-2	A-2	Re Medical,Not Fit For Railway Service
36	Anil Kumar Singh	SM/GJH	29.01.14,B-1	B-1	OS /OPTG
37	Devanand Thakur	Shunt Man/GHZ	24.01.14,B-1	B-1	Peon/OPTG
38	Ranjit Kumar Ram	Helper-II/GHZ	03.02.14,A-2	C-1	Helper Store Khalasi/Mech(P)
39	Kainhaiya Paswan	Track Man/KUE	26.03.14,A-2	C-1	IOW/khalasi
40	Ramayana Ray	LP/MAP	17.07.14,A-1	C-1	Power Controller/Mech
41	Krishna Kumar Mishra	Sr.TE/MAP	02.09.14,A-1	A-1	Miter Rider/ELECT
42	Ram Shankar Ray	Goods Gurd /BJU	28.08.14,A-2	A-2	TNC/OPTG
43	Rameswar Mandal	Meth/SPP	09.10.14,A-3	B-1	R.Room Cook/Mech(P)
44	Ashok Kumar	G.Man/GRL	21.10.14,A-1	A-1	Khalasi/Mech/C&W
45	Navin Kumar Singh	T.Mentenaar-III/SEE	21.10.14,A-1	A-1	Jr.Clerk/ENGG
46	Surendra Singh	G.Man/MFP	21.10.14,A-1	A-1	Khalasi /survui/ENGG
47	Denish kashyap	H.Constable	16.10.14,B-1	B-1	Tech-II/DEMU
48	Jagar Nath Sah	Sr.ALP/BJU	09.10.14,A-1	C-1	R.Room Jenitor/Mech(P)
49	Ram Dulare	T.Man/SEE	05.12.14,A-3	C-1	Khalasi/ENGG
50	Kamal Nayan Kishore	SIM-III/NNA	10.11.14,B-1	B-1	Tech-III/C&W
2015					

51	Ashok Kumar	SM/PSR	07.02.2015,A-2	A-2	TI/SWR
52	Harendra Ram	Sr.ALP/SEE	08.07.2015,A-1	A-1	
53	Sanjay Kumar Jha	P.Man/MNE	16.02.2015,A-1	c-1	Jr.Clerk/Mech
54	Ajeet Kumar Tiwari	Hd.Constable/BJU	18.08.15,B-1	C-2	Jr.Clerk/Mech
55	Indu Bhushan Prasad	Goods Gard/BJU	09.09.15,A-2	C-2	OS/Mech
56	Lakshmi Poddar	G.Man/NNA	09.09.15,A-2	C-1	Stor Khalasi/Mach(P)
57	Narsingh Harijan	Tech-I/Fittar	09.09.15,B-1	C-1	VR
58	Ravi Kumar Gupta	LP/BJU	23.09.15,A-1	A-2	Tech-II/Mech(P)
59	Niraj Kumar Varma	TM-III/SEE	18.09.15,A-3	B-2	Miter Rider
60	Kamlesh Kumar	LP/Goods/BJU	02.11.15,A-1	B-2	Crew Controller
2016					
61	Ram Gulam	T.Man/BJU	03.02.16,A-3	C-1	Chowkidar/ENGG
62	Rajeev Kumar-III	ALP/Mech/BJU	29.01.16,B-1	B-1	Tech-III/C&W
63	Satynarayan Ray-III	ALP/Mech /BJU	26.11.15,A-1	B-2	Tech-II/Mech(P)
64	Hamendra	G.Man/MFP	29.01.16,A-3	A-3	Chowkidar/ENGG
65	Ajay Kumar Ram	LP/Goods/BJU	15.03.16,A-1	C-1	Crew Controller
66	Vijay Kumar Singh	TM-IV/KUE	17.03.16,C-1	C-1	W.Khalasi/ENGG
67	Bhanu Prasad Singh	TM-II/SPP	28.04.16.,B-1	B-2	R.R.Janitor-II/Mech(P)
68	Durgesh Kumar Singh	Constable/RPF/SEE	28.04.16	B-1	BD Crane Gang
69	Sohit Kumar	Sr.ALP/BJU	26.07.16,A-1	A-3	Tech-II Mech(P)
70	Tuntun Ram	TM-IV/MFP	26.08.16.,B-1	B-2	Helper/TL+AC
71	Mithilesh mandal	TM-IV/TD/SEE	28.10.16	C-1	S.Chowkidar /ENGG
72	Chandrashekhar	LP/Goods/BJU	19.11.16	B-2	OS/Mech(P)

	Ray				
73	Bharat Kumar	ASI/RPSF/GHZ	28.04.16	B-1	Tech-I/Mech(P)
74	Ashok Kumar Piyush	G.Man/OPTG/GJH	08.12.16	A-2	Peon/OPTG
75	Amrendra Kumar	T.Porter/OPTG	26.08.16	B-2	Commercial Safaiwala
76	Krishna Paswan	G.Man/OPTG	26.08.16	B-2	Commercial Safaiwaala
2017					
77	Keshav Kumar	LP/G/BJU	08.05.17	B-1	Crew Controller/Elec.(Operation)
78	Vishundev Yadav	M.Mech-II/S&T/BCA	29.04.17	C-1	R.R.Janitor-II/Mech(P)
79	M.Nisharul Hak	Sr.ALP/Mech/BJU	29.04.17	C-1	Tech-II/W/SPJ
80	Ranvir Kumar Singh	Const./RPSF/BGS	20.04.17	C-1	Cook
81	Samrath Manghi	SS/SEE	12.07.17	B-1	Ch.OS/Mech(P)
82	Mukesh Kumar Singh	Sr.LP/SEE			
83	Vipul Kumar	Const/RPF/SEE	28.07.17	B-1	Jr.Clerk
84	Deepak Chandra Sharma	TM-IV/MFP	31.07.17	B-2	Mali/ENGG
85	Jawahar Thakur	ALP/MFP	21.08.17	B-1	Tech-II/Mech(P)
86	Ashok Kumar	LP/SEE	06.09.17	B-1	
87	Raj Kishor Mandal	TM-IV/KUE	31.07.17	B-2	Chowkidar/ENGG
88	Gulab Chandra	MCM/S&T	22.09.17	C-1	OS/Mech(P)
89	Sudeep Kumar	SM/GHZ	07.10.17,A-2	C-1&C2	OS/OPTG
90	Saryug Prasad Singh	TM-II/GRL	21.09.17,A-3	C-1	Cook G-II/Mech(P)
91	Vikash Kumar	TM-IV/KGG	21.10.17	C-2	Safaiwala (Commercial)

92	Gautam Kumar	TM-IV/KGG	03.11.17	C-2	Safaiwala
93	Lakshmi Das	TM-III/KGG	03.11.17,A-3	C-1	Cook Gr.-III/Mech(P)
94	Harishankar Prasad	JE/SPP	02.11.17,A-3	A-3&Below	OS/ENGG(Sent to HQ/HJP for approval of AGM)
95	M.sajid	SM/UJP	16.01.18,A-1	B-1&Below	Commercial Superintendent in Comm'l dept.(Sent to HQ/HJP for approval of AGM)
96	Randhir Kumar	Constable/RPSF/GHZ	28.08.14		Under process
97	Kunal Kumar	ALP/Elec./TRS	03.04.18	B-1&below	Latter sent to CMS/SEE for clear recommendation /Remarks
98	Murari Prasad	TM-I/MFP	07.03.18	C-1&below	
99	Vijay Kumar Chaudhary	TM-II/GHZ	15.03.18	C-2	

**YEAR -2011**

S.NO	Name	Designation/Station  Prior to de categorized	Date of de categorized  With medical grade	Fit for	Designation/Station after de categorized
1	Rajesh Kumar	EX-ASM/HJP	06.04.11,A-2	B-2	TNC(Control Room/OPTG)
2	Manish	Dy SS/SEE	20.04.11,A-2	C-1	CH.OS/MECH
3	Rohit Kumar Ojha	Constble/CIB/SEE	25.02.11,B-1	B-1	Jr. Clerk/RPF
4	Devanand	P.Man/BAGL	25.02.11,A-2	A-3	Peon/OPTG
5	Pawan Kumar	Sr.Goods Gard/MFP	13.12.11,A-2	A-2	TNC/OPTG
6	Vinod Chaudhary	Guard /BJU	25.05.11,A-1	C-1	OS/OPTG
7	Sanjay Kumar Singh	Constable/RPF/HJP	18/25.05.11,B-1	C-1	Jr.Clerk/RPF/HJP
8	Vinay Kumar Ray	LP/Goods/SEE	04.04.11,A-2	A-1	CH.OS/Mech



9	Ram Singhashan Ray	P.Man/STLR	03.10.11,A-2	C-1	Peon/OPTG
10	Harendra Kumar Das	TE/KEE	17.10.11,A-1	C-1	Jr.Clerk/OPTG
11	Sanjeev Kumar	Track Man/SEE	17.10.11,A-2	C-1	Chowakidar/ENGG
12	Sailendra Kumar Singh	PWS/SEE	17.10.11,A-3	B-2	JEE/Drawing/ENGG
13	Raj Ballbhav Sharma	Dressor/GHZ	17.10.11,A-2	A-2	Jr.Clerk Medical
<b>2012</b>					
14	Ram Chandra Mahto	Track Man/AGG	25.04.12,B-1	C-1	Chowkidar/ENGG
15	Suresh Prasad Yadav	LP/Goods/BJU	11.05.12,A-1	A-1	Crew Controller
16	Satendra Kumar Singh	LP Goods/SEE	15.05.12,A-1	A-1	Crew Controller
17	Dinesh Ray	LP/Shuntar/BJU	15.05.12,A-1	C-1	Crew Controller
18	Raghav Ji Sharma	ESM/SIG/SEE	12.10.12,B-1	C-1	Sr.Clerk/Mech
19	Pawan Kumar	Traffic Potor	16.11.12,A-2	B-2	Track Man/ENGG
20	Rajendra Prasad	LP/SEE	16.11.12,A-1	A-1	Crew Controller/Mech
21	Baleshwar Ray	Track Man/KPGM	19.12.12,A-3	A-3	Chowkidar/ENGG
22	Paltan Sada	G.Man/SPP	25.04.12,A-3	C-1	VR
23	Shiv Prasad Ray	Track Man/SEE	19.12.12,A-3	B-2	Chowkidar/ENGG
<b>2013</b>					
24	Alok Kumar	Sr.PWS/SEE	15.04.13,A-3	C-1	OS/ENGG
25	Aijgaivi Nath Sriwastava	LP Goods/SEE	25.06.13,A-1	A-1	Crew Controller
26	Vinod Kumar Singh	Gard Goods/MAP	13.09.13,A-2	A-2	Jenitor Under DMM/SEE

27	Prakash Gaurav	YM/NRPA	19.09.13,A-2	A-2	CTNC/OPTG
28	Strudhan Singh	SM/BJU	16.09.13,A-2	C-2	OS/ENGG
29	Brahmdev Hazara	LP /Goods/BJU	19.09.13,A-1	A-1	Crew Controller
30	Ashok Manlick	G.Man/SPP	17.10.13,A-2	A-2	Chowkidar/ENGG
31	Rajesh Gupta	ASM/PSR	23.10.13,A-2	C-1	OS/Elec/TRD
32	Ajay Kumar Sinha	G.Man/DGA	16.11.13,A-3	A-3	Care Taker/ENGG
33	Nalnikant	ALP/BJU	13.12.13,A-1	A-1	Tech-III/Mech
2014					
34	Janardan Yadav	LP/BJU	03.01.14,A-1	A-1	MCM/Tech/C&W
35	Deep Narauana Singh	P.Man /ARYN	22.01.14,A-2	A-2	Re Medical,Not Fit For Railway Service
36	Anil Kumar Singh	SM/GJH	29.01.14,B-1	B-1	OS /OPTG
37	Devanand Thakur	Shunt Man/GHZ	24.01.14,B-1	B-1	Peon/OPTG
38	Ranjit Kumar Ram	Helper-II/GHZ	03.02.14,A-2	C-1	Helper Store Khalasi/Mech(P)
39	Kainhaiya Paswan	Track Man/KUE	26.03.14,A-2	C-1	IOW/khalasi
40	Ramayana Ray	LP/MAP	17.07.14,A-1	C-1	Power Controller/Mech
41	Krishna Kumar Mishra	Sr.TE/MAP	02.09.14,A-1	A-1	Miter Rider/ELECT
42	Ram Shankar Ray	Goods Gurd /BJU	28.08.14,A-2	A-2	TNC/OPTG
43	Rameswar Mandal	Meth/SPP	09.10.14,A-3	B-1	R.Room Cook/Mech(P)
44	Ashok Kumar	G.Man/GRL	21.10.14,A-1	A-1	Khalasi/Mech/C&W
45	Navin Kumar Singh	T.Mentenaar-III/SEE	21.10.14,A-1	A-1	Jr.Clerk/ENGG
46	Surendra Singh	G.Man/MFP	21.10.14,A-1	A-1	Khalasi /survui/ENGG
47	Denish kashyap	H.Constable	16.10.14,B-1	B-1	Tech-II/DEMU
48	Jagar Nath Sah	Sr.ALP/BJU	09.10.14,A-1	C-1	R.Room Jenitor/Mech(P)

49	Ram Dulare	T.Man/SEE	05.12.14,A-3	C-1	Khalasi/ENGG
50	Kamal Nayan Kishore	SIM-III/NNA	10.11.14,B-1	B-1	Tech-III/C&W
2015					
51	Ashok Kumar	SM/PSR	07.02.2015,A-2	A-2	TI/SWR
52	Harendra Ram	Sr.ALP/SEE	08.07.2015,A-1	A-1	
53	Sanjay Kumar Jha	P.Man/MNE	16.02.2015,A-1	c-1	Jr.Clerk/Mech
54	Ajeet Kumar Tiwari	Hd.Constable/BJU	18.08.15,B-1	C-2	Jr.Clerk/Mech
55	Indu Bhushan Prasad	Goods Gard/BJU	09.09.15,A-2	C-2	OS/Mech
56	Lakshmi Poddar	G.Man/NNA	09.09.15,A-2	C-1	Stor Khalasi/Mach(P)
57	Narsingh Harijan	Tech-I/Fittar	09.09.15,B-1	C-1	VR
58	Ravi Kumar Gupta	LP/BJU	23.09.15,A-1	A-2	Tech-II/Mech(P)
59	Niraj Kumar Varma	TM-III/SEE	18.09.15,A-3	B-2	Miter Rider
60	Kamlesh Kumar	LP/Goods/BJU	02.11.15,A-1	B-2	Crew Controller
2016					
61	Ram Gulam	T.Man/BJU	03.02.16,A-3	C-1	Chowkidar/ENGG
62	Rajeev Kumar-III	ALP/Mech/BJU	29.01.16,B-1	B-1	Tech-III/C&W
63	Satynarayan Ray-III	ALP/Mech /BJU	26.11.15,A-1	B-2	Tech-II/Mech(P)
64	Hamendra	G.Man/MFP	29.01.16,A-3	A-3	Chowkidar/ENGG
65	Ajay Kumar Ram	LP/Goods/BJU	15.03.16,A-1	C-1	Crew Controller
66	Vijay Kumar Singh	TM-IV/KUE	17.03.16,C-1	C-1	W.Khalasi/ENGG
67	Bhanu Prasad Singh	TM-II/SPP	28.04.16.,B-1	B-2	R.R.Janitor-II/Mech(P)
68	Durgesh Kumar Singh	Constable/RPF/SEE	28.04.16	B-1	BD Crane Gang

69	Sohit Kumar	Sr.ALP/BJU	26.07.16,A-1	A-3	Tech-II Mech(P)
70	Tuntun Ram	TM-IV/MFP	26.08.16.,B-1	B-2	Helper/TL+AC
71	Mithilesh mandal	TM-IV/TD/SEE	28.10.16	C-1	S.Chowkidar /ENGG
72	Chandrashekhar Ray	LP/Goods/BJU	19.11.16	B-2	OS/Mech(P)
73	Bharat Kumar	ASI/RPSF/GHZ	28.04.16	B-1	Tech-I/Mech(P)
74	Ashok Kumar Piyush	G.Man/OPTG/GJH	08.12.16	A-2	Peon/OPTG
75	Amrendra Kumar	T.Porter/OPTG	26.08.16	B-2	Commercial Safaiwala
76	Krishna Paswan	G.Man/OPTG	26.08.16	B-2	Commercial Safaiwaala
2017					
77	Keshav Kumar	LP/G/BJU	08.05.17	B-1	Crew Controller/Elec.(Operation)
78	Vishundev Yadav	M.Mech-II/S&T/BCA	29.04.17	C-1	R.R.Janitor-II/Mech(P)
79	M.Nisharul Hak	Sr.ALP/Mech/BJU	29.04.17	C-1	Tech-II/W/SPJ
80	Ranvir Kumar Singh	Const./RPSF/BGS	20.04.17	C-1	Cook
81	Samrath Manghi	SS/SEE	12.07.17	B-1	Ch.OS/Mech(P)
82	Mukesh Kumar Singh	Sr.LP/SEE			
83	Vipul Kumar	Const/RPF/SEE	28.07.17	B-1	Jr.Clerk
84	Deepak Chandra Sharma	TM-IV/MFP	31.07.17	B-2	Mali/ENGG
85	Jawahar Thakur	ALP/MFP	21.08.17	B-1	Tech-II/Mech(P)
86	Ashok Kumar	LP/SEE	06.09.17	B-1	
87	Raj Kishor Mandal	TM-IV/KUE	31.07.17	B-2	Chowkidar/ENGG
88	Gulab Chandra	MCM/S&T	22.09.17	C-1	OS/Mech(P)

89	Sudeep Kumar	SM/GHZ	07.10.17,A-2	C-1&C2	OS/OPTG
90	Saryug Prasad Singh	TM-II/GRL	21.09.17,A-3	C-1	Cook G-II/Mech(P)
91	Vikash Kumar	TM-IV/KGG	21.10.17	C-2	Safaiwala (Commercial)
92	Gautam Kumar	TM-IV/KGG	03.11.17	C-2	Safaiwala
93	Lakshmi Das	TM-III/KGG	03.11.17,A-3	C-1	Cook Gr.-III/Mech(P)
94	Harishankar Prasad	JE/SPP	02.11.17,A-3	A-3&Below	OS/ENGG(Sent to HQ/HJP for approval of AGM)
95	M.sajid	SM/UJP	16.01.18,A-1	B-1&Below	Commercial Superintendent in Comm'l dept.(Sent to HQ/HJP for approval of AGM)
96	Randhir Kumar	Constable/RPSF/GHZ	28.08.14		Under process
97	Kunal Kumar	ALP/Elec./TRS	03.04.18	B-1&below	Latter sent to CMS/SEE for clear recommendation /Remarks
98	Murari Prasad	TM-I/MFP	07.03.18	C-1&below	
99	Vijay Kumar Chaudhary	TM-II/GHZ	15.03.18	C-2	

A work study was carried out in divisional HQ office/SEE with the view to find out the adjustment and better utilization of running/safety category after being medically de-categorized. To achieve the objective of work study data of medically de-categorized staff and actual position of staff taken from personnel branch of divisional office & from control room respectively. The detail position of medically de-categorized staff is as follow;

S1 No	Name	Previous Designation/ Station	Date of de-categorization /medical grade	Present Medical grade	Present Designation/ Station after de-categorization	Remarks
01	Manish	Dy SS/SEE	20.04.11/A-2	C-1	CH.OS/MECH	May be utilized

<b>Sl No</b>	<b>Name</b>	<b>Previous Designation/ Station</b>	<b>Date of de-categorization /medical grade</b>	<b>Present Medical grade</b>	<b>Present Designation/ Station after de-categorization</b>	<b>Remarks</b>
						against exiting vacancy of TNL in place of present posting.
02	Pawan Kumar	Sr. Goods guard/MFP	13.12.11/A-2	A-2	TNC/OPTG	May be utilized as GBI
03	Vinod Chaudhary	Guard /BJU	25.05.11/A-1	C-1	OS/OPTG	-do-
04	Vinay Kumar Ray	LP/Goods/SEE	04.04.11/A-2	A-1	CH.OS/Mech	May be utilized as PNL in SEE Control.
05	Harendra Kumar Das	TE/KEE	17.10.11/A-1	C-1	Jr. Clerk/OPTG	May be utilized in commercial control in /SEE in place of presently working commercial clerk.
06	Sanjeev Kumar	Track Man/SEE	17.10.11/A-2	C-1	Chowakidar/ENG G	May be utilized in Engineering control
07	Ram Chandra Mahto	Track Man/AGG	25.04.12/B-1	C-1	Chowkidar/ENGG	May be utilized in Engineering control
08	Baleshwar Ray	Track Man/KPGM	19.12.12/A-3	A-3	Chowkidar/ENGG	May be utilized in Engineering control
09	Shiv Pd Ray	Track Man/SEE	19.12.12/A-3	B-2	Chowkidar/ENGG	May be utilized in Engineering control
10	Alok Kumar	Sr.PWS/SEE	15.04.13/A-3	C-1	OS/ENGG	May be utilized in Engineering control
11	Vinod Kr Singh	Gd. Goods/MFP	13.09.13/A-2	A-2	Jenitor Under DMM/SEE	May be utilized as GBI
12	Satrudhan	SM/BJU	16.09.13/A-2	C-2	OS/ENGG	May be utilized in con.

<b>Sl No</b>	<b>Name</b>	<b>Previous Designation/ Station</b>	<b>Date of de-categorization /medical grade</b>	<b>Present Medical grade</b>	<b>Present Designation/ Station after de-categorization</b>	<b>Remarks</b>
	Singh					
13	Ashok Manlick	G.Man/SPP	17.10.13/A-2	A-2	Chowkidar/ENGG	Engineering control
14	Rajesh Gupta	ASM/PSR	23.10.13/A-2	C-1	OS/Elec/TRD	May be utilized in con.
15	Janardan Yadav	LP/BJU	03.01.14/A-1	A-1	MCM/Tech/C&W	May be utilized in C&W control in place of presenting working SSE/JE
16	Anil Kr. Singh	SM/GJH	29.01.14/B-1	B-1	OS /OPTG	May be utilized in Con.
17	Krishna Kr. Mishra	Sr.TE/MAP	02.09.14/A-1	A-1	Miter Reader/ELECT	May be utilized in commercial control.
18	Ram Shankar Ray	Goods Gurd /BJU	28.08.14/A-2	A-2	TNC/OPTG	May be utilized as GBI
19	Rameswar Mandal	Meth/SPP	09.10.14/A-3	B-1	R.Room Cook/Mech(P)	May be utilized in engineering control.
20	Navin Kumar Singh	T.Maintainer-III/ SEE	21.10.14/A-1	A-1	Jr.Clerk/ENGG	May be utilized in engineering control.
21	Jagar Nath Sah	Sr.ALP/BJU	09.10.14/A-1	C-1	R.Room Jenitor/Mech(P)	May be utilized as PNL
22	Indu Bhushan Pd.	Goods Guard/BJU	09.09.15/A-2	C-2	OS/Mech	May be utilized as GBI
23	Ram Gulam	T.Man/BJU	03.02.16/A-3	C-1	Chowkidar/ENGG	May be utilized in engineering control.
24	Hamendra	G.Man/MFP	29.01.16/A-3	A-3	Chowkidar/ENGG	May be utilized in engineering control

<b>Sl No</b>	<b>Name</b>	<b>Previous Designation/ Station</b>	<b>Date of de-categorization /medical grade</b>	<b>Present Medical grade</b>	<b>Present Designation/ Station after de-categorization</b>	<b>Remarks</b>
25	Mithilesh Mandal	TM-IV/TD/SEE	28.10.16	C-1	S.Chowkidar /ENGG	May be utilized in engineering contrl.
26	Chandrashekhar Ray	LP/Goods/BJ U	19.11.16	B-2	OS/Mech(P)	May be utilized as PNL
27	Samrath Manjhi	SS/SEE	12.07.17	B-1	Ch.OS/Mech(P)	May be utilized in control.
28	M.sajid	SM/UJP	16.01.18/A-1	B-1 & Below	Commercial Superintendent in Comml dept.(Sent to HQ/HJP for approval of AGM)	May be posted in commercial control/SEE

The sanctioned strength and actual position of staff deployed in different wings of control office is as under;

<b>Sl No.</b>	<b>UNIT</b>	<b>SS</b>	<b>MOR</b>	<b>VAC</b>	<b>CAT/WISE DP</b>	<b>REMARKS</b>
01	OPTG	CON-40 TNC-19	CON-30 TNC-15	CON-10 TNC-04	CON-30 GD-05 TNC-15	Guards are working as TNL vice vacancy
02	Commercial	No SP BOS	12	-----	DCI-02CS/CCC-08 Sr.CC-01ECRC-01	
03	MECH(P)	02	19(PNL-18+01MIN)	16	PNL-02 LP-15 ALP-01	All LPs are working as PNL as per requirement.



04	MECH(C&W)	No SP BOS	18	-----	SSE-02 Tech-07 Hel.-09	Control is being manned by their general BOS as per requirement.
05	Electrical(Traction)	DO	10	-----	LPP-04 ALP-06	DO
06	Electrical(TRD)	DO	16	-----	SSE/JE-09 Tech-07	DO
07	Electrical(G)	DO	04	-----	Tech-02 MCM-01 Helper-01	DO
08	Engineering	DO	11	-----	SSE-04 Meth-01 T/Man-06	DO
09	S&T Control	05	11	+6	MCM-01 ESM-06 Hel.-04	Excess staff may be utilized in field duty or BOS may be revised.

**Requirements of Control of Sonpur division :-**

**Requirements in Board:-** The entire division are divided in four control board as given below ;-

- (I)** Katihar Board :- Four shift duty are performed . Each shift has 01 controller are utilized . Total=01x04=04
- (II)** KTI Board :- Four shift duty are performed . Each shift has 01 controller are utilized . Total=01x04=04
- (III)** CPI Board :- Four shift duty are performed . Each shift has 01 controller are utilized . Total=01x04=04

**(IV) SPP Board:-** Three shift duty are performed . Each shift has 01 controller are utilized . Total=01x03=03

Total staff =04+04+04+03=15

RG = 16.7% of 15=2.50=03(say)

Total= 15+03=18

LR = 16.7% of 18=3.,0

Total =18+03=21

**Requirement in Chief control coaching :-** 02 controller are required in each shift.

Three shift duty are performed in coaching control.

Controller are required =02x03=06

RG 12.5% of 06=.75=01(say)

Total = 06+01=07

LR 12.5% OF 07=.875=01(say)

Total =07+01=08

**Requirement in Chief control goods :-** 02 controller are required in each shift

Three shift duty are performed in goods control.

Controller are required =02x03=06

RG 12.5% of 06=.75=01(say)

Total = 06+01=07

LR 12.5% OF 07=.875=01(say)

Total =07+01=08

01 controller is utilized as chief control in charge.

Grand total of controller =21+08+08+01=40

**Requirement in FOIS :-** 02 TNC are utilized in each two shift and 01 TNC only one shift.

Total TNC are required = 02x02+01=05

RG 12.5% of 05=.62=01(say)

Total = 05+01=06

LR 12.5% OF 06=.75=01(say)

$$\text{Total} = 06 + 01 = 07$$

**Requirement in COIS** :- 02 TNC are utilized in each two shift and 01 TNC only one shift.

$$\text{Total TNC are required} = 02 \times 02 + 01 = 05$$

$$\text{RG } 12.5\% \text{ of } 05 = .62 = 01(\text{say})$$

$$\text{Total} = 05 + 01 = 06$$

$$\text{LR } 12.5\% \text{ OF } 06 = .75 = 01(\text{say})$$

$$\text{Total} = 06 + 01 = 07$$

01 TNC is utilized for stock

$$\text{Grand Total} = 07 + 07 + 01 = 15$$

$$\text{Grand total requirement of staff in control of Sonpur division} = 40 + 15 = 55$$

Sanctioned Strength-59

$$\text{Excess} = 59 - 55 = 04$$

$$\text{Man on roll} = 45$$

$$\text{Vacancy} = 59 - 45 = 14$$

As per observation work study team found that 55 control staff are required for present work load in control of Sonpur Division. Hence, work study team observed that 04 posts of TNC( 02 posts of level -4 , GP- 2400 & 02 posts of level -2 , GP- 1900 ) may be recommended for surrender and financial saving will be Rs 34.37 Lac per annum. The work is going on without any hindrance

### **OBSERVATION**

During course of work study the data, made available to work study team by the divisional authority were scrutinized analyzed and it was found that so many employs are be adjusted in clerical cadre were as they can be utilized in some other singular nature of work like control office were no direct operational involvement the basic nature of working of control office other than operating control is transmission of masses which can done by ministerial staff also. It was also observed that no specific cadre exists of other department except operating department .

## **CHAPTER -IV**

### **Recommendation**

#### **Recommendation:-I**

On the basis of above analysis it was found that adjustment of medically de-categorized staff needs to be reorganized/re-planned. One side division is facing shortage of running staff and due to the same trains are being delayed and on another side, running staff are being unitized in control office which adversely affecting smooth running of trains in division. It is therefore recommended to withdraw the running staff presently working in control, likewise, guard, LP, PWI etc. and in place of them de-categorized running/safety staff may be utilized. It may also enhance productivity and smooth functioning/running of trains in divisions without any sort of financial burden.

**Recommendation:-I** As per observation Total sanctioned strength of operating control is 59, men on roll is 45 vacancy =14 . Work study team observed that sanctioned post of controller is required and 15 TNC is sufficient against sanctioned strength 19. Hence 04 posts of TNC may be recommended for surrender.

**Recommendation :- III** All concerning department as Commercial ,Electrical Mechanical ,and S&T has no specific BOS of Control except Operating department. Work study team has advised above concerning department may be prepared specific BOS.

## CHAPTER V

### FINANCIAL SAVINGS

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

S. N o.	Designation	Scale	Grade pay	No of post	Saving per Annum per staff	Annual financial savings (Rs.)
01	TNC Level -04	5200-20200	2400	02	533508	1067016
02	TNC level - 02	5200-20200	2400	02	684372	1368744
Total				04		2435760 24.37 lakh

## CHAPTER VI

### Summary :-

After critically examining the work load of various categories of staff working in medically de categorized staff and deployment of running/ safety staff for non running duty in control of SEE Division, work study team proposes as below:-

S.No.	Designation	BOS	Requirement	Proposed surrender
01	TNC Level -04	02	00	02
02	TNC level -02	02	00	02
Total		04	00	04

## **Annexure –I**

Staff position of medically de categorized staff and deployment of running/ safety staff for non running duty in control of SEE Division,, as data given by Sr.DPO/SEE on dt. 09.07.2018.

<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	Chief train controller	9300-34800	4600	36	30	06
2	Train controller	9300-34800	4200	04	00	04
3	Chief train clerk	9300-34800	4200	15	09	06
4	Sr. train clerk	5200-20200	2400	02	04	+02
5	Train clerk	5200-20200	1900	02	02	00
	Total			59	45	14

**EAST CENTRAL RAILWAY**

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

**Dated:-13.07.2018**

**No.: - ECR/Eff./WSR/SEE/18-19/07**

**Sr. DOM, Sr. DEE, Sr. DME, Sr.DSTE, Sr.DEN(Co-ord)  
E.C. Railway  
Sonepur.**

**Sub.:-**Work study report on adequacy staff strength of medically de categorized staff and deployment of running/ safety staff for non running duty in control of SEE Division .

In connection to above, it is intimated that work study has been conducted on adequacy of staff strength of medically de categorized staff and deployment of running/ safety staff for non running duty in control of SEE Division. The work study team has recommended to surrender of 04 posts of trains clerk ( 02 posts of level -04 ,GP -2400 & 02 posts of level -02 GP-1900) .

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) PCOM/ 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



