



## EAST CENTRAL RAILWAY

To assess the utility of medically de categorized staff

## WORK STUDY REPORT

ON

„Staff working in control and deployment of running/ safety staff for  
running duty in control of SPJ Division

EFFICIENCY CELL

EAST CENTRAL RAILWAY

HAJIPUR

Study No. ECR/Eff./WSR/SPJ/18-19/09

**REVIEW**  
**OF**  
**STAFF STRENGTH**  
**OF**  
medically de categorized staff ,Staff working in control  
and  
deployment of running/ safety staff for non running duty in  
control  
of  
SPJ Division

**(ECR/Effi/WSR/SPJ/18-19/09)**

**GUIDANCE BY**

**STUDY BY**

**GUIDANCE BY**

**STUDY**

**Sudhanshu Sharma**

**B.K.Jha**

**SDGM**

**EI**

**A.Khalifa**

**N.Kumar**

**EO**

**EI**

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

## **EXECUTIVE SUMMARY**

<b>Study No.</b>	<b>(ECR/Effi/WSR/SPJ/18-19/09)</b>
<b>Subject</b>	Review of medically de categorized staff , Staff working in control and deployment of running/ safety staff for non running duty in control of SPJ Division
<b>Area</b>	<b>SAMASTIPUR CONTROL</b>
<b>Department</b>	<b>OPERATING,ELECTRICAL,MECHANICAL ,S&amp;T ,ENGINEERING,COMMERCIAL</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>02</b>
<b>Financial Implication</b>	<b>10.67 Lakh</b>
<b>Month of Circulation</b>	<b>August 2018</b>

## **INDEX**

Sr. No.	Content	Reference	
		Page No.	
1	Terms of Reference and Methodology Adopted	01	-
2	Synopsis	02	-
3	<u>Chapter I – Introduction</u>	03	04
4	<u>Chapter II – Present Status</u>	05	
5	<u>Chapter III - Critical Analysis</u>	06	
6	<u>Chapter IV– Recommendation</u>	07	-
7	<u>Chapter V – Financial Implication</u>	08	-
8	<u>Chapter VI- Summary</u>	09	-
9	Annexure	10	-

## **TERMS OF REFERENCE**

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

- a) To review of staff vis-à-vis workload of Telecom control of S&T department of Samastipur Division with a view to identify the surplus manpower in this unit.

- b) To assess the effective utilization of staff working in Telecom control of S&T department of Samastipur

### **METHODOLOGY ADOPTED**

Analysis to assess the factual status & existin The team applied the following work study techniques for conducting the study.

- 1- Data collection and its work load.
- 2- Spot observations and physical checks to assess the performance of Telecom staff in Samastipur control .
- 3- Discussion with all concerning department
- 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 the 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 , Staff working in control and deployment of non running/ safety staff for running duty in control of SPJ 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**

### **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 SPJ 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.

1.6 Telecommunication system plays a great role in the operational system of the Railways. It is like nervous system; which supplies information and compliance of order is done through telecommunication system of the Railways. Great improvements have been made in the field of

telecommunication with the advent of Rail net. In this era of information technology; the telecommunication department of Indian Railways offers the great service to the nation with the opening of Telecom section, optical fiber cable (OFC). Digital microwave communication

1.7 Terms of reference:- To assess the adequacy of staff strength of Telecom control of Samastipur Division.

1.8 With the advent of OFC, CUG and provision of STD facility, there is a great scope for the review of staff strength of Telecom control of Samastipur Division..

1.9 Telecom control of Samastipur Division as the role of Telecom staff has reduced to a great extent.

1.10 In pursuance of SDGM/ECR/HJP Efficiency Cell has taken into consideration the review of staff strength of Telecom control of Samastipur Division.

1.11 Methodology:- (i) Discussion with Sr. DSTE/SPJ.

(ii) Discussion with SSE/Tele.

(iii) Assessment of work load.

(iv) Arriving at staff requirement.



## **CHAPTER – II**

### **Present Scenario:-**

**BOS = 11**

**MOR = 05**

**Vacancy = 06**

1. Optical Fiber Cable has been completed in whole of the Samastipur Division.
2. Telecom staff are mainly based at Telephone Exchange Samastipur Division.
3. Working of Telecom control:-

- 1) Control failure.
- II) System failure.
- III) Equipment failure in line.
- IV) Data logging.

### **CHAPTER – III**

#### **Critical Examination:-**

**BOS =11**

**MOR =05**

**Vacancy =06**

Work Study team has examined the work load of Telecom control of Samastipur Division and made justification as under:-

1. Railway has provided CUG Telephone to all Officers, Supervisors, Guard and Drivers. With the provision of CUG phones to Officers and Worker communication facility has improved to a great extent.
2. Direct dialing/STD facility has been provided from almost all points of Railway with the introduction of CUG Telephones and direct dialing facility utility of Telephone operator is diminishing.
3. Railway Board is also of strong view to curtail the staff strength of Telecom control of Samastipur Division.

SSE Incharge =01.

J.E. = 01

Staff – 02x3Shift =06

.RG+LR =01

.Total =09 Staff

## **CHAPTER – IV**

### **Recommendation:-**

The Work Study Team recommend as follows:-

It has been observed by work study team that 09 staffs are sufficient for present work load . Hence 02 vacant post of TCM/III may be surrendered.





## **CHAPTER V**

## FINANCIAL SAVING

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	TCM III Level -02	5200-20200	1900	02	533508	1067016
Total				02		1067016 10.67 lakh

## CHAPTER VI

### Summary :-

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

S.No	Designation	BOS	Requirement	Proposed surrender
01	TCM/III Level -2	02	00	02
Total		02	00	02

**Annexure –I**



Staff position of medically de categorized staff Review of staff strength of medical de-categorizeed staff & staff working in control of Operating. Electric, Power(C&W), Engineering, Signal& Commercial department of Samastipur Division, as data given by DSTE/SPJ on dt. 09.08.2018.

1	2	3	4	5	6	7	8	9
Sl No .	Department	Category	Scale	Grade pay	Level	Sanctioned Strengt h	Man on Roll	Vacancy
01	S&T(Sig.C ontrol)	SSE(sig.)			L-7	03	02	-01(Note:-Kumar Anil Chandra,SSE/ Sig. Medically de-categorized
02		MCM			L-6	03	01	-02
03		SIM/I			L-5	02	01	-01
04		SIM/II			L-4	02	00	-02
05		SIM/III			L-2	02	00	-02
06		Helper/Sig.			L-1	00	07	+07
					Tota l	12	11	01
01	S&T(Telec om.Contr ol)	SSE/Tele			L-7	01	01	00
02		JE/Tele			L-6	00	01	+01
03		MCM/Tele			L-6	05	01	-04
04		TCM/I			L-5	01	00	-01
05		TCM			L-4	00	00	00
06		TCM/III			L-2	02	00	02
07		Helper/Tele			L-1	02	02	00
					Tota l	11	05	06



**EAST CENTRAL RAILWAY**

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

**Dated:-30.08.2018**

**No.: - ECR/Eff./WSR/SPJ/18-19/09**

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

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

In connection to above, it is intimated that work study has been conducted on adequacy of staff strength of medically de categorized staff,Staff working in control and deployment of running/ safety staff for non running duty in control of SPJ Division. The work study team has recommended to surrender of 02 posts of TCM/III of level 2, 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) PCSTE/ 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.

For SDGM

