

TERMS OF REFERENCE

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

- a) To review Safaiwala vis-à-vis workload of Mechanical(Power) Department of Samastipur Division with a view to identify the surplus manpower in different section.
- b) To assess the effective utilization of Safaiwala working in Mechanical(Power) Department of Samastipur Division .
- c) To suggest ways and means to improve working of Safaiwala in Mechanical(Power) 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) Hold discussions at various levels with a view to produce fruitful results.
- iii) Reassessment of manpower requirement by applying on need base.

SYNOPSIS

1. In Railways, the process of absorption of modernization has been started and still in progress in every sphere of the system. These technological up gradations have shown the 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 safaiwala in Mechanical(Power) Department of Samastipur Division with a view to assess the staff requirement as per the existing workload .
3. Safaiwala in Mechanical(Power) Department also plays a vital role in Indian Railways and leads in performance of any zonal Railway. A sanctioned strength 08 staff is provided in Mechanical(Power)Department of Samastipur Division. It deals with establishment and personnel matters of total men working in this division.
3. Safaiwala of Mechanical(Power) Department Samastipur Division also plays a vital role in Indian Railways and leads in performance of any Zonal Railway. Safaiwala is under control by DME(Power) and assisted by AME, Chief crew controller and other staff of Mechanical(Power) Department. It deals with cleaning of Running Room,Office and crew lobbies etc. At present 8 Sanction Strength & 7 men are working under chief crew controller of Mechanical(Power) Department of Samastipur Division.

Chapter-I

INTRODUCTION

Indian Railways is one of the biggest Government Organization in the country whose prime motto is to provide cheap and best transportation services to their users at desired level of safety, security and punctuality. Being a large organization it plays a vital role in the Indian economy. Now-a-days, Indian economy is facing tough time. So, it is the moral responsibility of every government organization to keep close watch and check on its expenditure.

Safaiwala is utilized for some important cleaning work such as cleaning of Running Room, Office and crew lobbies etc.

Competent Authority has approved a Work Study on “ Review of staff strength of Safaiwala of Mechanical(Power) Department of Samastipur Division” with a view to assess the staff requirement as per the existing workload and best utilization .

Chapter- II

Existing Setup:-

BOS - 08 MOR - 07 Vacancy - 01

The actual staff strength of Safaiwala of Mechanical(Power) Department SPJ is 07 against the sanctioned strength of 08(Annexure-I) as per data given by DME(P)/SPJ. There are 05 Crew lobbies under DME(P)/SPJ given as below:-

Crew lobbies

- 1.DBG.
- 2.SHC
3. SPJ
4. NKE
5. JYG

Chapter- III

Critical Analysis:-

BOS - 08 MOR- 07 Vacancy - 01

As the Work of Safaiwala have been outsourced ,then there is no need of Safaiwala staff .

Hence work study team is of the strong view recommend to surrender 08 posts of Safaiwala.

At present sanctioned strength is = 08

At present men on roll is = 07

At present requirement = 0

Excess Staff = 08

Chapter – IV

Recommendation:-

BOS -08

MOR -07

Vacancy -01

Total Sanction Strength	= 08
Total Men On Roll	= 07
Total Vacant Posts	= 01
Total Staff Required	= 00
Excess Staff	= 08

After going through the requirement of staff the work study team recommends to surrender 08 posts of Safaiwala.

Chapter – V

Financial Savings:-

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

S.No	Category	Scale of pay(Rs)	Grade pay	No. of posts	Mean pay per month (Rs)	Annul financial savings (Rs.) in Lakh
1.	Safaiwala	5200-20200	1800	08	40821	3918816
TOTAL				08		3918816 i.e 39.18 Lakh

Staff strength of Safaiwala of Mechanical (Powe) Samastipur as on 20-12-2018.

S.No .	Department	Categor y	Scale	Grad e pay	Sanctione d Strength	MO R	Vacanc y
1.	Mechanical(Powe r)	Safaiwal a	5200- 2020 0	1800	08	07	01
Total					08	07	01

**REVIEW
OF
STAFF STRENGTH
OF
SAFAIWALA OF MECHANICAL(POWER) SAMASTIPUR
(ECR/Effi./WSR/SPJ/18-19/24)**

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WORK-STUDY CELL

East Central Railway

HAJIPUR

EXECUTIVE SUMMARY

Study No.	ECR/Effi./WSR/SPJ/18-19/24
Subject	REVIEW OF STAFF STRENGTH OF SAFAIWALA OF MECHANICAL(POWER) DEPARTMENT OF SAMASTIPUR DIVISON
Area	SAMASTIPUR
Division	SAMASTIPUR
Department	MECHANICAL(POWER)
Terms of Reference	Assessment of Man Power requirement
Total No. of Recommendations	01
No. of posts recommended for surrender	08
Financial Implication	39.18 Lakh
Month of Circulation	December 2018

EAST CENTRAL RAILWAY

**Office of the
General Manager(Vig.)
Hajipur
Dated: 07-01-2018**

**No.: - ECR/Effi/WSR/SPJ/18-19/24
DME (Power)
East Central Railway**

Samastipur

Sub.:- Work study report on adequacy of staff strength of Safaiwala of Mechanical (Power) Department of Samastipur Divison.

In connection to the above it is intimated that a work study has been conducted on adequacy of staff strength of Safaiwala of Mechanical(Power) Department of Samastipur Divison.

The work study team has recommended for surrender of 08 posts of Safaiwala of Mechanical (Power) Department of Samastipur Divison.

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 08 pages.

(A.Khalifa)
Efficiency Officer
For SDGM

Copy to: (i) PCME/HJP for kind information please.
(ii) P CPO/ HJP for kind information please.
(iii) ADRM/ SPJ for kind information please.
(iv) Sr. DPO / SPJ for kind information please

For SDGM



EAST CENTRAL RAILWAY

WORK STUDY REPORT

ON

**Review the Staff Strength of
Safaiwala of Mechanical (Power) Samastipur**

EFFICIENCY CELL

EAST CENTRAL RAILWAY

HAJIPUR

Study No. ECR/Efficiency/WSR/SPJ/18-19/24

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