



EAST CENTRAL RAILWAY

WORK STUDY REPORT

**To assess the utility of Box porter of Operating
Department of Sonpur Division**

EFFICIENCY CELL

EAST CENTRAL RAILWAY

HAJIPUR

**REVIEW
OF
STAFF STRENGTH
OF
BOX PORTER
OF
OPERATING DEPARTMENT
WORKING
IN
SONPUR DIVISION
(ECR/Effi/WSR/SEE/18-19/02)**

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

EXECUTIVE SUMMARY

Study No.	ECR/Eff./WSR/SPJ/18-19/02
Subject	Review of staff strength Box porter of Operating Department of Sonpur Division.
Area	Operating Department.
Division	SEE
Department	Operating
Terms of Reference	Assessment of Man Power requirement
Total No. of Recommendations.	1
Post recommended for surrender.	02
Financial Implication	9.61 Lac per annum
Month of Circulation	May. 2018

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TERMS OF REFERENCE

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

- a) To review Box porter vis-à-vis workload of Operating Department of Sonpur Division with a view to identify the surplus manpower in different section.
- b) To assess the effective utilization of Box porter working in Operating Department of Sonpur Division .
- c) To suggest ways and means to improve working of box porter in Operating Department of Sonpur 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 Box porter in Operating Department of Sonpur Division with a view to assess the staff requirement as per the existing workload .
3. Box porter in Operating Department also plays a vital role in Indian Railways and leads in performance of any zonal Railway. 25 Box porter are working against sanctioned strength 26 in Operating Department of Sonpur 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.

Box porter is utilized for some important work such as loading and unloading work of passenger and goods trains.

Competent Authority has approved a Work Study on “ Review of staff strength of Box porter of Operating Department of Sonpur Division” with a view to assess the staff requirement as per the existing workload and best utilization .

CHAPTER-II

2.0.0 Present scenario:-

2.1.0 The actual staff strength of Box porter of Operating Department of Sonpur Division is 25 as against the sanction strength of 26 (Reference-Annexure –I) as per gradation list of Operating Department for the month of may 20 18.

2.1.1 THE REQUIREMENT OF STAFF AT DIFFERENT POINTS AND LOCATIONS

:- Box porter of Operating Department is working under the control of Station superintendent to arrive at a factual conclusion on requirement of staff of SEE 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.

Box porter are utilized for loading and unloading of Box of passenger and goods train. Box porter is essential to carry box of guard to maintain time of train.

2.1.2 Working place of Box porter in Operating Department of Sonpur Division as given below :-

Sonpur station :- Box of guard loading and unloading in 20 passenger(mail and superfast) train daily and average 12 goods train daily of sonpur station. Box porter are utilized in all three shift.

Muzaffarpur station:- Box of guard carry, loading and unloading in 58 passenger(mail and superfast) train daily and average 30 goods train daily of Muzaffarpur station. Box porter are utilized in all three shift.

Barauni station :- There are two unit of Barauni (i) OLD or main Barauni (ii) New Barauni . Box of guard loading and unloading in 37-38 passenger(mail and superfast) train daily for OLD Baruni and 05 train daily for new Barauni and average 50 goods train of both station . Box porter are utilized in all three shift.

Mansi station:- Box of guard are carry, loading and unloading in a few passenger and goods train. Box porter are also utilized in guard running room. Box porter is utilized in two shift duty.

Station wise sanctioned strength, on roll and vacancy position of Box porter Staff under Sr. DOM SEE/Division as on 17.05.18 is placed under table below:-

S.No.	Station	Sanction Stranth	MOR	Vacancy
1.	Sonpur	04	04	00
2	Muzaffarpur	07	06	01
3.	Barauni	15	13	02
4.	Mansi	00	02	-02
Total		26	25	01

CHAPTER - III

CRITICAL EXAMINATION:-

3.1 The actual staff strength of Box porter of Operating department of SEE Division is 25 against the sanctioned strength of 26. The staff requirement for the present work load at Operating Department of SEE Division are arrived at based on the need base. Box of guard carry, loading and unloading in passenger (mail and superfast) train daily and goods train daily. Box porter are utilized for these work.

3.2 Requirement of Box porter in important station of Sonpur division are following.

Sonpur station :- Box porter are utilized for loading and unloading box of guard. box porter carry box of guard in 20 passenger(mail and superfast) train daily and average 12 goods train daily. Box porter are utilized in all three shift . 01 Box porter are required in each shift

Total $01 \times 03 = 03$

RG+LR=01

Total $= 03 + 01 = 04$ box porter are required for Sonpur station .

Muzaffarpur station:- Box porter are utilized for loading and unloading box of guard . Box porter carry box of guard in 58 passenger(mail and superfast) train daily and average 30 goods train daily. Box porter are utilized in all three shift . 02 Box porter are required in each shift of 08-16 & 16-24 hr and 01 in 24.00-08 hr.

Total $02 \times 02 + 01 = 05$

RG+LR=01

Total $= 05 + 01 = 06$ box porter are required for Muzaffarpur station

Barauni station :- There are two unit of Barauni (i) OLD or main Barauni (ii) New Barauni . Box of guard loading and unloading in 37-38 passenger(mail and superfast) train daily for OLD Baruni and 05 train daily for new Barauni

and average 50 goods train of both station. Box porter are utilized in all three shift.

In OLD Barauni :- 02 Box porter are required in each shift

Total $02 \times 03 = 06$

RG+LR=02

Total $= 06 + 02 = 08$ box porter are required for old Barauni station

In new Barauni :- 01 Box porter are required in each shift

Total $01 \times 03 = 03$

RG+LR=01

Total $= 03 + 01 = 04$ box porter are required for new Barauni station

Total requirement for Old and new Barauni $= 08 + 04 = 12$

Mansi station:- Box of guard are carry, loading and unloading in a few passenger and goods train. Box porter are also utilized in guard running room. Presently, 02 box porter are utilized for emergency box of guard and also utilized in running room.

Grand total $= 04 + 06 + 12 + 02 = 24$

BOS	=26
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MOR	=25
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Vacancy	$26 - 25 = 01$
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Requirement as per work study team	= 24
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Excess Box Porter	$26 - 24 = 02$
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Hence, work study team observed and discussion with concerning authority, that 02 posts of box porter may be surrendered.

CHAPTER:- IV

Recommendation:- I

BOS – 26

MOR -25

Vacancy – 01

After Practical assessment of work load and activities of Box porter working in operating department of Sonpur Division, work study team has made its assessment of staff on need base. It is observed that 02 posts of Box porter may be recommended for surrender. 02 posts of Box is excess than requirement.

Total Sanction Strength =26

Total Men on Roll =25

Total Staff required =24

Excess Staff =26-24= 02 Staff

Excess Staff i.e 02 posts of Box porter may be recommended for surrender and financial saving will be Rs. 9.61 Lakh per annum.

CHAPTER: - V

FINANCIAL SAVINGS:-

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

S.No.	Category	Scale of pay (Rs.)	Grade pay	Level	No. of posts	Mean pay per month	Total pay per month per staff including DA @7% (Rs.)	Annual financial savings (Rs. In lakh)
1	Box porter	5200-20200	1800	I	02	37450	40072	961728 i.e.9.61

CHAPTER VI

Summary:-

After critically examining the work load of category of Box porter working in Operating Department of Sonpur Division, work study team proposes as below:-

S.No.	Designation	BOS	Man on Roll	Requirement as per WS	Proposed surrender	Remark
1	Box porter	26	25	24	02	02 posts may be surrendered
Total		26	25	24	02	

Total post proposed for surrender = 02

Annexure -I

Sanction Strength of Box porter of Operating Department of Sonpur Division as on 17.05.2018

Sl NO.	Category	Scale	Grade Pay	Sanctioned Strength	Men on Roll	vacancy
1	Box porter	5200-20200	1800	26	25	01
	Total			26	25	01

EAST CENTRAL RAILWAY

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

Dated:-12.07.2018

No.: - ECR/Eff./WSR/SEE/18-19/02

Sr.DOM
East Central Railway,
Sonpur

**Sub.:- Work study report on adequacy staff strength of Box Porter
of Operating Department of Sonpur Division.**

In connection to above, it is intimated that work study has been conducted on adequacy of staff strength of Box Porter of Operating Department of Sonpur Division. The work study team has recommended to surrender of 02 posts of Box Porter.

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.K.Mishra)
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