



EAST CENTRAL RAILWAY

WORK STUDY REPORT

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

FFICIENCY CELL

EAST CENTRAL RAILWAY

HAJIPUR

**REVIEW
OF
STAFF STRENGTH
OF
BOX PORTER
OF
OPERATING DEPARTMENT
WORKING
IN
SAMASTIPUR DIVISION
(ECR/Effi/WSR/SPJ/18-19/03)**

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

EXECUTIVE SUMMARY

Study No.	ECR/Eff./WSR/SPJ/18-19/03
Subject	Review of staff strength Box porter of Operating Department of Samastipur Division.
Area	Operating Department.
Division	SPJ
Department	Operating
Terms of Reference	Assessment of Man Power requirement
Total No. of Recommendations.	1
Post recommended for surrender.	20
Financial Implication	96.17 Lac per annum
Month of Circulation	JULY. 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 Samastipur 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 Samastipur Division .
- c) To suggest ways and means to improve working of box porter in Operating 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 Box porter in Operating Department of Samastipur 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. 07 Box porter are working against sanctioned strength 27 in Operating 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.

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

Competent Authority has approved a Work Study on “ Review of staff strength of Box porter of Operating Department of Samastipur 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 Samastipur Division is 07 as against the sanction strength of 27 (Reference-Annexure -I) as per gradation list of Operating Department for the month of July 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 SPJ 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 is 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 Samastipur Divisions are as given below :-

Samastipur station :- Boxes of guards loading and unloading in 70 passenger trains including passenger, mail and superfast trains daily and average 20 goods trains daily of Samastipur Station. Box porter is utilized in all the three shifts.

Jaynagar station:- Box of guard carrying, loading and unloading in 37 passenger trains including passenger, mail and superfast trains daily. Box porter are utilized in 12 hour shifts duty.

Saharsa station :- Box of guard carrying, loading and unloading in 57 passenger train including passenger, mail and superfast trains daily and average 06 goods trains daily. Box porter is utilized in all the three shifts.

Raxaul station:- Box of guard carrying, loading and unloading in 30 passenger trains including passenger, mail and superfast trains daily. Box porters are utilized in all the three shifts.

Sugauli station:- Box of guard carrying, loading and unloading in 16 passenger trains including passenger, mail and superfast trains daily and average 02 goods train daily. Box porter are utilized in 12 hour shifts duty.

Narkatiyaganj station:- Box of guard carrying, loading and unloading in 25 passenger trains including passenger, mail and superfast trains daily and average 30 goods train . Box porter is utilized in all the three shifts.

Darbhanga station:- Box of guard carrying, loading and unloading in 20 passenger trains including passenger, mail and superfast trains daily and average 05 goods trains. Box porter is utilized in 12 hour shifts duty.

Station wise sanctioned strength, on roll and vacancy position of Box porter Staff under Sr. DOM SPJ/Division as on 23.07.18 is placed under table below:-

S.No.	Station	Sanction Stranth	MOR	Vacancy
1.	Samastipur	05	02	03
2	Saharsa	04	02	02
3.	DBG	04	01	03
4.	JYG	04	00	04
5.	RXL	05	01	04
6.	NKE	03	00	03
7.	SGL	02	01	01
Total		27	07	20

CHAPTER - III

3.0 CRITICAL EXAMINATION:-

3.1 The actual staff strength of Box porter of Operating department of SPJ Division is 07 against the sanctioned strength of 27. The staff requirement for the present work load at Operating Department of SPJ Division are arrived at based on the need base. Carrying loading and unloading of guard boxes in passenger

(mail and superfast) trains daily and goods trains daily. Box porters are utilized for . Carrying loading and unloading of guard boxes .

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

Samastipur Station :- Box porter are utilized for loading and unloading boxes of guards. Box porters carry boxes of guard in 70 passenger /mail and superfast trains daily and average 20 goods train monthly .Box porter are utilized in all the three shifts. 01 Box porter is required in 00-08hr ,02 box porter are required in 08-16hr and 01 box porter is required in 16-00hr.

Total $01+02+01=04$

RG+LR=01

Total $=04+01=05$ box porter are required for Samastipur station .02 box porters are working and remaining 03 staff are manned by gateman, US Gr.D, Points men, Signal men etc against box porters.

Saharsa station:- Box porters are utilized for loading and unloading boxes of guards. Box porters carrying boxes of guards in 57 passenger/mail and superfast trains daily and average 06 goods train daily. Box porters are utilized in all the three shifts . 01 Box porter is required in each shift .

Total 01×03

RG+LR=01

Total $=03+01=04$ box porter are required for Saharsa station. 02 box porter are working and remaining 02 staff is manned by other group d staff..

Dharbhangha station :- Box porter are utilized for loading and unloading boxes of guards . Box porter carry box of guards in 20 passenger/mail and superfast trains daily and average 05 goods train daily. Box porter are utilized in 12 hour

shifts duty. Work study team has suggested three shift duty is better than 12 hour duty according to work load .hence 01 staff is required in each shift.

Total 01x03

RG+LR=01

Total =03+01=04 box porter are required . At present 01 box porter is working, remaining 03 staff are manned by other other group d staff .

Jaynagar station:- Boxes of guards are carrying , loaded and unloaded in 37 passenger trains including passenger, mail and superfast trains daily . Box porter are utilized in 12 hour shift duty . 01 Box porteris required in each shift.

Total 01x02

RG+LR=01

Total =02+01=03 box porter are required . No of working box porter staff is nil. and remaining 03 staff are manned by other group d staffs.

Raxaul station:- Box of guard carrying loaded and unloaded in 30 passenger trains including passenger, mail and superfast train daily. Box porter are utilized in all three shift. 01Box porter is required in each shift.

Total 01x03

RG+LR=01

Total =03+01=04 box porter are required for Raxaul station. 01 box porter are working and remaining 03 staff are maintained by other group d staff as safaiwala .

Narkatiyaganj station:- Boxes of guards carrying, loaded and unloaded in 25 passenger trains including passenger, mail and superfast train daily and average 30 goods train . Box porters are utilized in all the three shifts 01Box porter is required in each shift .

Total 01x03

RG+LR=01

Total =03+01=04 box porter are required for Narkatiyaganj station. No any box porter are available .04 staffs are manned by other group d staff.

Sugauli station:- Boxes of guards are carrying loaded and unloaded in 16 passenger trains including passenger, mail and superfast trains daily and average 02 goods trains daily. Box porter are utilized in 12 hour shift duty . 01 Box porter is required in each shift .

Total 01x02

RG+LR=01

Total =02+01=03 box porter is required . 01 box porter is working and remaining 02 staffs are manned by other group d staff.

Total requirement =05+04+04+04++04+03+03=27.

As per Sr.DOM letter no – L/555/MPP/Misc./2018 dated 20.07.2018 only 07 box porter are working and remaining 20 other group D staff are working against box porter .Hence 20 vacant posts of box porter may be recommended for surrender.

CHAPTER:- IV

Recommendation:- I

BOS – 27

MOR -07

Vacancy –20

After Practical assessment of work load and activities of Box porter working in operating department of Samastipur Division, work study team has made its

assessment of staff on need base. It is observed that 20 posts of Box porter may be recommended for surrender. 20 posts of Box Porter is excess than requirement.

Total Sanction Strength =27

Total Men on Roll =07

Total Staff required =27 (07 box porter & 20 are manned by other group d staff)

Excess posts of box porter =27-07= 20

Excess Staff i.e 20 posts of Box porter may be recommended for surrender and financial saving will be Rs. 96.17 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	20	37450	40072	9617280 i.e.96.17

CHAPTER VI

Summary:-

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

S.No.	Designation	BOS	Man on	Requiremen	Proposed	Remark
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			Roll	t as per WS	surrender	
1	Box porter	27	07	07	20	20 posts may be surrendered
Total		27	07	07	20	

Total post proposed for surrender = 20

Annexure -I

Sanction Strength of Box porter of Operating Department of Samastipur Division as on 23.07.2018

Sl NO.	Category	Scale	Grade	Sanctioned Strength	Men on Roll	vacancy
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			Pay			
1	Box porter	5200-20200	1800	27	07	20
	Total			27	07	20

EAST CENTRAL RAILWAY

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

Dated:-28.08.2018

No.: - ECR/Eff./WSR/SPJ/18-19/03

Sr.DOM
East Central Railway,
Samastipur

**Sub.:- Work study report on adequacy of staff strength of Box Porters
in Operating Department of Samstipur Division.**

In connection with the above, it is intimated that work study has been conducted on adequacy of staff strength of Box Porters in Operating Department of Samastipur Division. The work study team has recommended to surrender the 20 posts of Box Porters.

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 the 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/SPJ for kind information please.
(iv) Sr. DPO /SPJ for kind information please.

For SDGM