

**REVIEW
OF
STAFF STRENGTH
OF
TELECOM
OF
S&T DEPARTMENT
WORKING
AT DHN OF
DANBHAD DIVISION
(ECR/Effi/WSR/DHN/18-19/20)**

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**WORK-STUDY CELL
East Central Railway
HAJIPUR**

EXECUTIVE SUMMARY

Study No.	(ECR/Effi/WSR/DHN/18-19/20)
Subject	REVIEW OF STAFF STRENGTH OF TELECOM OF S&T DEPARTMENT AT DHN OF DHN DIVISION .
Area	DHN
Division	DHN DIVISON
Department	S&T
Terms of Reference	Assessment of Man Power requirement
Total No. of Recommendations	01
No. of posts recommended for surrender	01
Financial Implication	4.89 Lac
Month of Circulation	October , 2018

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The team is grateful to Shri Ajit Kumar, Sr.DSTE/DHN, Shri N. L. Hansda, SSE/Tele/DHN, and supervisory staff of Tele/DHN and the staff working with him for rendering their full co-operation during the course of study.

TERMS OF REFERENCE

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

- a) To review of staff vis-à-vis workload of Telecom of S&T Department of DHN with a view to identify the surplus manpower in different section.
- b) To assess the effective utilization of staff working in Telecom of S&T Department of DHN.
- c) To suggest ways and means to improve working of staff in Telecom of S&T Department of DHN .

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 & existing work load..
- ii) Hold discussions at various levels with a view to produce fruitful results.
 - Discussion with Sr.DSTE/ DHN
 - Discussion with DSTE/DHN
 - Discussion with SSE/TELE/DHN
 - Assessment of work load.
 - Arriving of staff requirement.
- iii) Reassessment of manpower requirement by applying on bench marking and 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 upgradations have shown considerable improvement in efficiency and manpower productivity in Railways.

2. Keeping in view, all these constraints, the Work Study Cell was assigned to conduct work study of Telecom staff of S&T Department of DHN of Dhanbad Division with a view to assess the staff requirement as per the existing workload .
3. Telecom staff of S&T department of DHN of Dhanbad Division also plays a vital role in Indian Railways . At present 118 Sanction Strength & 116 men are working in Telecom DHN of S&T Department of Dhanbad Division.
4. With the improvement of information technology and rationalization of working pattern due to modernization and computerization the machine as well as change in working hours have created enough scope of improving efficiency of staff. The working culture are different, the bench marking norm is applied for calculation of staff and need base applied for other additional work in telecom department.

CHAPTER -I

1.0 Introduction:-

1.1 Telecom staff of S&T Department of Dhanbad Division plays vital role in operational system of Indian Railways. It is like communication system of the Railway .

- 1.2** Great improvement has 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 great service to the nation with the opening of telecom section to maintain quad cable and OFC .
- 1.3** Telecom of S&T Department of Dhanbad Division also maintains PA system, control RX, using VHF walky talky for Driver to Guard communication has been provided for running train.
- 1.4** Telecom of S&T Department of Dhanbad Division maintains, UTS, PRS,FOIS ,CMS, Exchange, Control phone, Auto phone etc.
- 1.5** Telecom of S&T Department of Dhanbad Division maintains emergency telecommunication and networking system.
- 1.6** At present infrastructure of division is not more developed. Some new station and halt and line are also created, day to day utilization of CCTV camera in coach and station are increased, work study team also made spot observation and as per advise of Sr. DSTE/DHN, Calculation of manpower is on the Indian railway bench marking norms and on need base for other new additional activity.
- 1.7** SDGM has approved a Work Study on Review of Telecom staff of S&T Department of Dhanbad of Dhanbad Division with a view to assess the staff requirement as per the existing workload.

CHAPTER –II

2.0 Present scenario :-

2.1 The actual staff strength in telecom staff of S&T Department of Dhanbad of Dhanbad Division is 116 as against the sanction strength of 118 (Reference-Annexure –I) as per gradation list for the month of October18.

2.2 The activities of telecom staff of S&T Department of Dhanbad of Dhanbad Division are given below:

1. In the communication point of view, the duty of Telecom staff is most essential.

2. Telecom staff is required to maintain assets of telecommunication for properly railway operation system .

3. Telecom staff are utilized for maintenance of assets of important telecom circuit such as PA system ,control RX, UTS ,PRS , FOIS, COIS Exchange, Control phone ,Auto phone.

4 .Block working :- It is arrangement to control the entry of train in a section called block section between any two adjacent stations. This maintain space interval between two following trains. It provides safety by preventing the second train to be sent into the section between the stations unless and until the previous train has cleared the section. Utilization of Telecom staff is essential.

5. Driver to Guard communication has been provided for running train using VHF walky talky sets for better co- ordination of the train .Telecom staff are utilized for maintenance of these assets.

6. Staff required for material carrying and failure rectification .

Position of Telecom unit:-Following important units of telecom in Dhanbad of Dhanbad Division are given below:-

a)Telecom exchange Dhanbad - At present DRM HOT line ,GM HOT line, conference and incoming call received and connect with receiver. Three shift duty of staff are required.

b)SSE /Tele/ CNL:- Quad cable maintenance (OFC & 6quad Cable) STM-1+ MUX Power supply (Battery & Charger) All control communication (Section control, signal control, TPC (Traction power control, Engg. Control, Remote control) PA (Public Addressing Announcement) Station clocks, UTS, PRS, FOIS, CMS COIS,

NTES, TSR (Traffic signal Register) COA (Control Office Application , DATA Logger, Voice Logger, control office HQ Equipment with power supply, Railnet, Auto Exchange at ART DHN

c) SSE /Tele/ CRP:- Quad cable maintenance (OFC & 6quad Cable) STM-1+

MUX Power supply (Battery & Charger) All control communication (Section control, signal control, TPC (Traction power control, Engg. Control, Remote control) PA (Public Addressing Announcement) Station clocks, UTS, PRS, FOIS, CMS COIS, NTES, TSR (Traffic signal Register) COA (Control Office Application ,DATA Logger, Auto Exchange at CRP .

d) SSE /Tele/Gomoh:- Quad cable maintenance (OFC & 6quad Cable) STM-1+

MUX Power supply (Battery & Charger) All control communication (Section control,signal control, TPC (Traction power control, Engg. Control, Remote control) PA (Public Addressing Announcement) Station clocks, UTS, PRS, FOIS, CMS COIS, NTES, TSR (Traffic signal Register) Railnet, Auto Exchange at GMO.

e) SSE /Tele/PA / DHN:- PA (Public Addressing Announcement) Station clocks NTES, TIB & CGB at DHN, CCTV at DHN, Face to Face & IPIS.

f) SSE /Tele/Exchange/DHN:- COA (Control Office Application , Voice Logger, Railnet, Auto Exchange at DHN, DRM Intercom Exchange at DHN, DRM Carriage, VIP movement, Special work & movement. SSE /Tele/ store/DHN:- Central Telecom Store and Establishment Pay & Salary.SSE /Tele/ HQ:- Railnet, Broad band, Repairing of PC & Software Testing, Estimate and New installation.

g) SSE/Tele/Store/DHN:- Central Telecom Store and Establishment Pay

& Salary.

h) SSE/Tele/HQ/DHN:- Railnet, Broad band, Repairing of PC & Software Testing, Estimate and New installation.

CHAPTER-III

3.0.0 CRITICAL ANALYSIS, REQUIREMENT OF STAFF VIS-À-VIS WORK LOAD AND RECOMMENDATIONS:

3.1.0 Telecom staff is working under the control of Sr. DSTE/DHN. To arrive at a factual conclusion on requirement of staff for Telecom, the team collected the workload of all activities. For calculation of manpower required, the team applied on spot observations and discussions at various levels. Work study team applied on need base for new additional train.

3.2.0 APPLYING BENCH MARKING NORMS:-

Since manpower is the biggest component of the expenditure of Indian Railway, rightsizing of manpower to reduce unit costs is an effective way to increase efficiency of Indian Railway. Benchmarking offers us a solution for reduction and redistribution of staff and can be a very handy tool for rightsizing of Indian Railway.

Benchmarking is the continuous process of comparing different units; identifying those who are the best, then learning how this excellence was achieved and then setting out to improve the efficiency of those who are behind.

Bench marking is being implemented not only on Indian Railway, but also other than the Railways. Even for Technical staff, for those specific yard sticks are derived, also exercising bench marking, since the yard sticks which are framed in very olden days according to the then working pattern. Now, in this competitive world of computer era, those yard sticks are outdated. Therefore, bench marking is being observed every where.

CHAPTER IV

RECOMMENDATION:

As there is no yardstick for calculation of staff, the work study team has made assessment of staff on need base. It is observed that 01 vacant post of Trolleyman is excess than requirement.

Total Sanction Strength =118

Total Staff required =117

Excess Staff =118-117 = 01 Staff

Hence, 01 vacant post of Trolleyman may be recommended for surrender and financial saving will be Rs. 4.89 Lac 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.N o.	Category	Scale of pay (Rs.)	Grade pay	Mean pay per month as per 7 th pay commis sion	DA @09 %	Total pay per month per staff (Rs.)	No. of pos t	Annual financial savings (Rs.)
1		5200-	1800	37450	3371	40821	01	489852

	Trolleyman i	20200						
Total							01	489852 (4.89 lac)

CHAPTER VI

Summary:-

After critically examining the work load of various categories of Telecom staff working in S&T department of Dhanbad of Dhanbad Division. The work study team proposes as below:-

S.No.	Designation	BOS	Man on Roll	Requirement as per WS	Proposed surrender	Remark
1	Trolleymani	03	02	02	01	01 vacant post may be surrendered
Total		03	02	02	01	

Total posts proposed for surrender = 01

Annexure -I

Sanction Strength of Telecom staff of S&T Department of Dhanbad of Dhanbad Division as on 30.10.2018 .

Sl NO.	Category	Scale	Grade Pay	Level	Sanction ed Strength	Men on Roll	vacancy
1	SSE(Tele)	9300-34800	4600	7	14	13	1
2	JE(Tele)	9300-34800	4200	6	4	3	1
3	Sr. Tech(WTM)	9300-34800	4200	6	7	7	00
4	Tech-I (WTM)	5200-20200	2800	5	18	16	2

5	Tech-II(WTM)	5200-20200	2400	4	4	3	1
6	Tech-III(WTM)	5200-20200	1900	2	00	5	+5
7	Sr. Tech(TCM)	9300-34800	4200	6	5	5	00
8	Tech-I(TCM)	5200-20200	2800	5	12	12	00
9	Tech-II(TCM)	5200-20200	2400	4	2	00	2
10	Tech-III(TCM)	5200-20200	1900	2	2	2	00
11	Tech-I(Antenna)	5200-20200	2800	5	00	00	00
12	Tech-II(Antenna)	5200-20200	2400	4	00	00	00
13	Sr. Tech(L/Man)	9300-34800	4200	6	1	1	00
14	Tech -I(L/Man	5200-20200	2800	5	1	1	00
15	Tech-II(L/Man	5200-20200	2400	4	1	1	00
16	Tech-III(L/Man	5200-20200	1900	2	1	1	+3
17	Sr.Tech.(C/ Jointer)	9300-34800	4200	6	00	00	00
18	Tech-I.(C/Jointer)	5200-20200	2800	5	1	2	+1
19	Tech-II.(C/ Jointer)	5200-20200	2400	4	00	00	00
20	Tech-III.(C/ Jointer)	5200-20200	1900	2	00	00	00
21	Sr. Tech.(Painter)	9300-34800	4200	6	00	00	00
22	Tech.-I(Painter)	5200-20200	2800	5	00	00	00
23	Tech.-II(Painter)	5200-20200	2400	4	00	00	00
24	Tech.-III(Painter)	5200-20200	1900	2	1	1	00
25	Sr. Tech.	9300-34800	4200	6	00	00	00

	(Carpenter						
26	Tech.- I(Carpenter	5200-20200	2800	5	00	00	00
27	Tech-II. (Carpenter	5200-20200	2400	4	00	00	00
28	Tech.- III(Carpenter	5200-20200	1900	2	1	1	00
29	Tech-I(Mason)	5200-20200	2800	5	1	1	00
30	Tech-II(Mason)	5200-20200	2400	4	00	00	00
31	Tech-III(Mason)	5200-20200	1900	2	00	00	00
32	Helper	5200-20200	1800	1	40	36	4
33	Trolleyman	5200-20200	1800	1	3	2	1
34	Peon	5200-20200	1800	1	00	00	00
35	Chowkidar	5200-20200	1800	1	00	00	00



EAST CENTRAL RAILWAY

WORK STUDY REPORT

**To assess the utility of Telecom staff of S&T
Department of Dhanbad of Dhanbad Division**

EFFICIENCY CELL

EAST CENTRAL RAILWAY

HAJIPUR

Study No. ECR/Efficiency/WSR/Dhn/18-19/20

EAST CENTRAL RAILWAY

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

Dated:-03.12.18

No.: - ECR/Eff./WSR/DHN/18-19/20

**Sr.DSTE
East Central Railway,
Danbad**

Sub.:- Work study report on adequacy of staff strength of Telecom of
S&T Department of Danbad of Dhanbad Division.

In connection to above, it is intimated that work study has been conducted on adequacy of staff strength of Telecom of S&T Department of Danbad of Dhanbad Division. The work study team has recommended to surrender of 01 vacant post of Trolleyman.

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) CSTE/ HJP for kind information please.
(ii) PCPO/HJP for kind information please.
(iii) ADRM/DHN for kind information please.
(iv) Sr. DPO /DHN for kind information please.

For SDGM