

**REVIEW  
OF  
STAFF STRENGTH  
OF  
TROLLEYMAN  
OF  
S&T DEPARTMENT  
WORKING  
AT  
SAMASTIPUR DIVISION  
(ECR/Effi/WSR/SPJ/18-19/22)**

**GUIDANCE BY**

**Neeraj Agrawal**

**SDGM**

**A.Khalifa**

**E.O**

**STUDY BY**

**N. Kumar**

**E.I.**

**B.K.Jha.**

**E.I**

**Ashok Kumar & N. K. Singh,E.I.**

**WORK-STUDY CELL**

**East Central Railway**

**HAJIPUR**

## **EXECUTIVE SUMMARY**

<b>Study No.</b>	<b>ECR/Effi/WSR/SPJ/18-19/22</b>
<b>Subject</b>	<b>REVIEW OF STAFF STRENGTH OF TROLLEYMAN OF S&amp;T DEPARTMENT WORKING SATAMASTIPUR DIVISION .</b>
<b>Area</b>	<b>SAMASTIPUR DIVISION</b>
<b>Division</b>	<b>SPJ</b>
<b>Department</b>	<b>S&amp;T</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>13</b>
<b>Financial Implication</b>	<b>63.68 lack</b>
<b>Month of Circulation</b>	<b>December, 2018</b>

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## **ACKNOWLEDGEMENT**

The team is grateful to Sr.DSTE/SPJ, DSTE/SPJ, ASTE/NKE and all SSE/SPJ, DBG, NKE & SHC of S&T Department of Samastipur Division 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 staff strength vis-à-vis workload of Trolleyman of S&T Department of Samastipur Division with a view to identify the surplus manpower in different section.
- b) To assess the effective utilization of staff working in S&T Department of Samastipur Division .
- c) To suggest ways and means to improve working of staff in S&T Department of Samastipur Division.

## **METHODOLOGY ADOPTED:-**

- (i) Discussion with Sr. DSTE/ SPJ
- (ii) Discussion with DSTE/SPJ
- (iii) Discussion with ASTE/NKE
- (v) Discussion with SSE/S&T/SPJ, DBG, SMI, NKE, SHC & BMKI
- (vi) Assessment of work load
- (vii) Arriving at staff requirement

## **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 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 staff strength of Trolleyman of S&T Department of Samastipur Division with a view to assess the staff requirement as per the existing workload .
3. Trolleyman of S&T Department also plays a vital role in Indian Railways and leads in performance of any Zonal Railway. At present 15 Trolleyman are working against Sanction Strength of 19 in S&T Department of Samastipur Division as per Sr.DSTE/ letter no-N/41/Cadre/ S&T/SPJ dated 27.11.18

## **CHAPTER I**

### **Introduction**

- 1.1 S&T system plays a vital 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.

- 1.2 Great improvement have been made in this field of S&T with the advent of rail net. In this era of information technology, S&T department of Indian Railways offers great service to the nation with opening of Telecom section, a large scale of interlocking system is provided to railway. S&T department maintains all equipment of signal in line and also equipments are maintained in signal control.
- 1.3 With the advent of interlocking system, there is great scope for review of staff strength in Trolley Man of S&T department in Samastipur Division.
- 1.4 In pursuance of Railway Board's order, Efficiency Cell HJP has taken into consideration the review of staff strength of Trolley Man of S&T department in Samastipur Division under the guidance of Sr.DSTE/SPJ.

## **CHAPTER II**

### **Present scenario:-**

BOS=19      MOR=15      Vacancy=04

1. In the safety point of view, the duty of Trolley man is most essential.

2. Trolley Man is utilised to carry office records, related documents, tools etc.
3. Trolley Men are also carrying loading /unloading of material from Central Store to Site.
4. Trolley Man are also utilised for day to day maintenance activities like carrying material, jumpers, cable, booms, block instruments at Site by trolley where vehicle cannot reach.
5. They are also assigned duty of Khalasi and Chowkidar at site as and when required for special work related with Signal & Telecom gears like lever overhauling, restoration work etc.

At present Trolley man posted in 09 vital station of Samastipur Division which are following :-

Sl. No.	Station	Trolley man posted
1	SPJ	06
2	DBG	02
3	SHE	01
4	BMKI	03
5	NKE	02
6	BTH	01
7	SMI	00
8	JYG	00
9	RXL	00

### **CHAPTER III**

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

BOS=19

MOR=15

Vacancy=04

Work study team has examined the work load of Trolley Man of S&T department in Samastipur Division and made justification as under:-

There are 09 station of S&T department in Samastipur Division. Work study team observed that monthly average 02 -03 inspections have been done in each unit of SPJ division. Generally, 04 trolley man are required in each trolley. At present Utilization of Trolleyman is no more, in unit/station of Samastipur Division.

Hence, Work study team observed that 13 posts of Trolleyman may be recommended for surrendered.

## **CHAPTER IV**

### **RECOMMENDATION**

As there is no yardstick for calculation of staff, the work study team has made its assessment of staff on the need base, it is observed that at present 13 posts of Trolleyman is excess than requirement.



**Total Sanction Strength = 19**

**Total Staff required =06**

**Exceeds post =19-06=13 Staff**

After going through the requirement of staff, the work study team observed that 13 posts of Trolleyman may be recommended for surrender and financial saving will be Rs. 63.68 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. No.	Category	Scale of pay (Rs.)	Mean pay per month	DA @ 4 %	Total pay per month per staff (Rs.)	No. of post	Annual financial savings (Rs.)
1	Trolleyman	18000-56900	37450	3371	40821	13	6368076
Total						13	6368076 ie 63.68 Lakh

## CHAPTER VI

### Summary:-

After critically examining the work load of Trolleyman working in S&T Department of Samastipur Division, the work study team proposes as below:-

S.No.	Designation	BOS	Requirement as per WS	Proposed surrender	Remark
01	Trolleyman	19	6	13	13 posts of Trolleyman recommende d for surrender.
Total		19	6	13	

## **Annexure -I**

Staff position of Trolleyman in S&T Department of Samastipur Division. Data given by **Sr.DSTE/** letter no-N/41/Cadre/ S&T/SPJ dated 27.11.18

<b>Sl NO</b>	<b>Category</b>	<b>Scale</b>	<b>Grade pay</b>	<b>Sanctioned Strength</b>	<b>Men on Roll</b>	<b>Vacancy</b>
1	Trolleyman	5200-20200	1800	19	15	04
	Total			19	15	04

**EAST CENTRAL RAILWAY**

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

**Dated: 24.12.2018**

**No.: - ECR/Eff./WSR/SEE/18-19/22**

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

**Sub.:- Work study report on adequacy of staff strength of  
Trolleyman of S&T Department of Samastipur Division.**

In connection to the above, it is intimated that a work study has been conducted on adequacy of staff strength of Trolleyman of S&T Department of Samastipur Division. The work study team has recommended for surrender of 13 posts 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.

DA: Work study report in 09 pages.

**(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**



**EAST CENTRAL RAILWAY**

**WORK STUDY REPORT**

**To assess the utility of Trolleyman of S&T Department of  
Samastipur Division**

**EFFICIENCY CELL**

**EAST CENTRAL RAILWAY**

**HAJIPUR**

**Study No. ECR/Eff./WSR/Spj/18-19/22**