

**REVIEW
OF
STAFF STRENGTH
OF
Peon
OF
S&T DEPARTMENT
WORKING
AT
SAMASTIPUR DIVISION
(ECR/Effi/WSR/SPJ/18-19/23)**

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WORK-STUDY CELL

East Central Railway

HAJIPUR

EXECUTIVE SUMMARY

| | |
|---|--|
| Study No. | ECR/Effi/WSR/SPJ/18-19/23 |
| Subject | REVIEW OF STAFF STRENGTH OF PEON OF S&T DEPARTMENT WORKING AT SATAMASTIPUR. |
| Area | SAMASTIPUR DIVISION |
| Division | SPJ |
| 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 lakh |
| Month of Circulation | December, 2018 |

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ACKNOWLEDGEMENT

The team is grateful to Sr.DSTE/SPJ, DSTE/SPJ 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 Peon 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) Assessment of work load
- (iv) 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

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 Peon of S&T Department of Samastipur Division with a view to assess the staff requirement as per the existing workload .
3. Peon of S&T Department also plays a vital role in Indian Railways and leads in performance of any Zonal Railway. At present 03 Peon are working against Sanction Strength of 04 in S&T Department of Samastipur Division as per Sr.DSTE/ letter no-N/41/Cadre/ S&T/SPJ dated 19.12.18

CHAPTER I

Introduction

- 1.1 S&T department 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 has 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 advance telecommunication system, there is great scope for review of staff strength in Peon of S&T department in Samastipur Division.
- 1.4 Competent Authority has approved a Work Study to review of staff strength of Peon of S&T department in Samastipur Division under the guidance of Sr.DSTE/SPJ.

CHAPTER II

Present scenario:-

BOS=04 MOR=03 Vacancy=01

1. In DRM office the duty of Peon is essential.
2. Peon is utilized to carry office records, related documents etc.
3. Peon are also carrying office dak from one office to other office.

CHAPTER III

Critical Examination:-

BOS=04

MOR=03

Vacancy=01

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

There are 03 Peon in S&T department in Samastipur Division.01 attached with Sr. DSTE &DSTE, 01Peon is attached with official staff and 01 Peon is working in receipt section Work study team observed that 03 Peon are sufficient at present work load in Samastipur Division.

Hence, 01 post of Peon may be recommended for surrender.

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 01 post of Peon is excess than requirement.

Total Sanction Strength = 04

Total Staff required =03

Exceeds post =04-03=01 Staff

After going through the requirement of staff, the work study team observed that 01 post of Peon 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. 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 | Peon | 18000-56900 | 37450 | 3371 | 40821 | 01 | 489852 |
| Total | | | | | | 01 | 489852 ie 4.89 Lakh |

CHAPTER VI

Summary:-

After critically examination the work load of Peon 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 | Peon | 04 | 03 | 01 | 01 post of Peon recommende d for surrender. |
| Total | | 04 | 03 | 01 | |

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 19.12.18

| Sl NO | Category | Scale | Grade pay | Sanctioned Strength | Men on Roll | Vacancy |
|--------------|-----------------|--------------|------------------|----------------------------|--------------------|----------------|
| 1 | Peon | 5200-20200 | 1800 | 01 | 01 | 00 |
| 2 | Jamadar D. Peon | 5200-20200 | 1800 | 03 | 02 | 01 |
| | Total | | | 04 | 03 | 01 |

EAST CENTRAL RAILWAY

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

Dated: 28.01.2019

No.: - ECR/Eff./WSR/SPJ/18-19/23

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

**Sub.:- Work study report on adequacy of staff strength of
Peon 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 Peon of S&T Department of Samastipur Division. The work study team has recommended for surrender of 01 post of Peon.

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 Peon of S&T Department of
Samastipur Division**

EFFICIENCY CELL

EAST CENTRAL RAILWAY

HAJIPUR

Study No. ECR/Eff./WSR/Spj/18-19/23

