

WEST CENTRAL RAILWAY



WORK STUDY REPORT

ON

**‘Review of Staff Strength of Chowkidar of Engineering (Works)
Department at BPL division’**

STUDY PERSONNELS

Tulsi Singh

Work Study Officer

Rajesh Kumar

Chief Work Study Inspector

WORK STUDY ORGANISATION - JABALPUR

INDEX

Sr. No.	Description	Page No.
	Synopsis	1
1.	Introduction	2-3
2.	Works' staff of Bhopal division	4-5
3.	Financial Implications	6

SYNOPSIS

Indian Railway is the cheapest mode of transport in the country. Keeping Indian Railway is one of the biggest transportation organizations among all other transport organizations in the country with huge manpower engaged in its safe working. In order to bring economy in expenditure the optimum utilization of man, machine and material will have to be ensured.

The Civil Engineering Department plays twin role in providing public utility services. The P.Way department provides good quality of track fitness. On the other hand, the 'works' Department provides the infrastructure like residential and service buildings, water supply system, rest houses and public amenities to rail users.

In view of technological developments in every sphere of Railway working, the Engineering department has also adopted the pattern of working by multi skilling in trades, closing down of redundant activities and outsourcing of major works to contractors. The departmental labour is attending minor/petty repair work, which shows reduced workload. The Engineering Department has executed most of the construction work, wooden/iron door and window work etc on contractual basis.

Keeping in view, all these constraints, Work Study Cell is assigned to conduct work study of **'Review of Staff Strength of Chowkidar of Engineering (Works) Department at BPL division'** with a view to assess the staff requirement as per the existing workload after technological up gradation and outsourcing. To arrive at the actual requirement of staff, the team held discussions with officers and supervisors of this division.

CHAPTER-I

1. INTRODUCTION

1.1 Work Study on '**Review of Staff Strength of Chowkidar of Engineering (Works) Department at BPL division**' has been taken as a "Crash work Study" for the year 2019-20.

1.2 'Works' wing is a part of Engineering Department, and a large manpower is engaged in various categories in this department, which can be broadly categorized as Unskilled, Skilled, Highly Skilled. These staffs are utilized for maintenance of residential, service and welfare buildings, roads and water supply arrangements.

1.3 Activities

The activities of the 'Works' department can be broadly classified into-

- a- Execution work.
- b- Field work, and
- c- Ancillary or Allied work.

The work includes maintenance of the following:

- a- Service buildings.
- b- Residential & welfare buildings.
- c- Roads, circulation areas.
- d- Gardens/Playgrounds/Lawns.
- e- Water drainage/ Sewage disposal.
- f- Platforms in Passenger & goods yards.

1.4 Procedure for working:

The maintenance/creation of new assets is carried out with the help of the following types of works:

a-Revenue work: Works carried out with the help of departmental staff, looked after by 'Works' staff.

b-Estimated work: Works entrusted to outside contractors, under the supervision of 'WORKS' Staff.

Major works are entrusted to by Zonal contract whereas minor repairs (Petty repairs) are done departmentally.

1.5 Benchmarking is a continuous process of comparing different units and identifying which one is the best in the business and then learning how this excellence was achieved and setting out to improve the efficiency

of those units, which were behind. If this concept is implemented it will result large reduction in the cost and make significant contribution in improving the efficiency of various divisions of Railways, but Bhopal Division has not infrastructure developed than other Division of Indian railway. Hence, re-assessments of man power on need base is done.

- 1.6** The working culture of chowkidar are different, the bench marking norm is difficult for calculation of staff.
- 1.7** Chowkidary work is done by Chowkidar of Engineering Department of Bhopal Division. Chowkidar are under control of Sr.DEN (Co) and assisted by Sr.DEN, DEN, AEN and other staff.
- 1.8** The work being done by Chowkidar category is one such non-core activity, which falls into this category, which do not require technical expertise and the services can be got at cheaper rate owing to abundance of manpower available in our country.

CHAPTER-II

2. 'WORKs' STAFF OF BHOPAL DIVISION.

- 2.1 Bhopal division spread over from Khandwa to Bina, Bina-Guna-Ruthiyai-Maksi, Guna-Shivpuri-Gwalior section, BIR-KNW section and MKC-UJN section details of these sections is as following.

Section	KMs	Line
Khandwa-Itarsi Section	183.42	Double Line
Itarsi-Bhopal Section	96.70	Double Line
Bhopal-Bina Section	138.37	Double Line
Bina-Guna-Ruthiyai-Makshi Section	332.36	Single Line
Guna-Shivpuri-Gwalior Section	227.05	Single Line
Bir-Khandwa Section	33.41	Single & Double
Makshi-Ujjain Section	44.88	Single Line

- 2.2 Apart from maintaining the Railway assets and ancillary works to be carried out, for which a large number of staff are provided for this department, most of the portion of workload of 'Works' staff is being out sourced under "Zonal Contracts"

- 2.3 Sanctioned strength, men on roll and vacancy position of Chowkidar Works' staff working under IOWs of Bhopal division is as under-

Category	Grade Pay	Sanctioned Strength	Men On Roll	Vacancies
Chowkidar	1800	33	23	10

- 2.4 **Duties of Chowkidar:-** Chowkidar is utilised for look after of store of P.WAY, IOW office & Officers Rest House.

2.5 WORKLOAD

IOW staff is performing duties both in the office and field. These duties are broadly classified as –

- (i) Executive works
- (ii) Store works
- (iii) Establishment/Office work

2.6 Critical Analysis:-

- 2.6.1 Staff of Chowkidar of Engineering (works) Department of Bhopal Division is working under control of Sr. DEN(Co)/ Bhopal. To arrive at a factual conclusion on requirement of Chowkidar in Engineering Department of Bhopal Division, the work study team collected workload

of all activities. For calculation of manpower required, the team applied on spot observations and discussions at various levels and applied on need base.

2.6.2 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.

2.6.3 There is no specific yardstick for measuring workload of Chowkidar of Engineering (works) department of Bhopal division. It is very difficult to assess the efficiency of chowkidar of Engineering (Works) department of Bhopal division, different sections are established in different important station.

2.6.4 The work study team has made its assessment of staff on the need base, it is observed that all the 10 vacant posts of chowkidar is excess than requirement.

Total Sanction Strength = 33

Total Men on Roll = 23

Total Vacant post = 10

Excess post = 33 - 23 = 10 Staff

After going through the requirement of chowkidar, the work study team observed that the 10 vacant posts of Chowkidar may be recommended for surrender. The work is going on without any hindrance.

The work being done by Chowkidar category is one such non-core activity, which falls into this category, which do not require technical expertise and the services can be got at cheaper rate owing to abundance of manpower available in our country.

Chowkidari works on Engineering (Works) department, can be given on contract. Due to implementation of outsourcing activities, the requirement of Chowkidar staff has been reduced..

In light of above facts, all the 10 vacant posts may be surrendered.

2.7 Recommendation:

With a view to achieve economy, it is recommended to surrender 10 vacant posts of Chowkidar of Engineering (Works) department, immediately.

CHAPTER-III

3

FINANCIAL IMPLICATION

- 3.1** Financial implication on surrender of 10 vacant posts of Chowkidar of Engineering (Works) department of Bhopal division is as under-

Particular	GP 1800 (10 posts)
Mean of grade	37,450
DA@12%	4494
Transportation	1800
Salary Per Month	43744
X 12 = Per annum	5,24,928
X No. of posts (10)	52,49,280
Say	52.49 Lakhs

So, Total savings= Rs. 52.49 Lakh per annum
