

**REVIEW
OF
STAFF STRENGTH
OF
COOK & BLANKETMAN
OF
ELECTRICAL (OP) DEPARTMENT
WORKING
IN
DHANBAD DIVISION
(ECR/Effi/WSR/DHN/19-20/08)**

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EXECUTIVE SUMMARY

Study No.	(ECR/Effi/WSR/DHN/19-20/08)
Subject	REVIEW OF STAFF STRENGTH OF COOK & BLANKETMAN OF ELECTRICAL(OP) DEPARTMENT WORKING IN DHN DIVISION .
Area	DHANBAD DIVISION
Division	DHN
Department	ELECTRICAL (OP)
Terms of Reference	Assessment of Man Power requirement
Total No. of Recommendations	01
No. of posts recommended for surrender	07
Financial Implication	38.49 lakh
Month of Circulation	OCTOBER 2019

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SYNOPSIS

1. Indian Railways is one of the biggest transportation organisations among all other transport organisations in the country. In fact the Railway is backbone of the country's transportation system. In the

recent times, Railway is facing tremendous competition from road and air. In the time of competition transport system should not only be agile, prompt and amenable but also financially viable. In order to bring economy in expenditure the optimum utilization of man, machine and material will have to be ensured.

2. Indian Railways prime motto is to provide cheap and best transportation services to their users at a desired level of safety, security and punctuality. Being a large organization it plays a vital role in the Indian economy. These days, Indian economy is facing tough time, so it is the collective responsibility of every government organisation to keep close watch on their expenditure and check the expenditure accordingly.

TERMS OF REFERENCE

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

- a) To review staff strength of Cook and Blanketman of Running Room of Electrical (OP) Department of Dhanbad Division with a view to identify the surplus manpower of different Running Room .
- b) To assess the effective utilization of Cook and Blanketman working in Running Room of Electrical (OP) Department of Dhanbad Division .

METHODOLOGY ADOPTED

The work study team applied the following work study techniques for conducting the study :-

- (i) Discussion with Sr DEE (OP)/DHN.
- (ii) Discussion with RRI/DHN and RRI/GMO.
- (iii) Discussion with CLI/DHN.
- (iv) Data collection and its analysis the factual status & existing work load.
- (v) Reassessment of manpower requirement by applying need base.

Chapter-I

1.0 INTRODUCTION

- 1.1 Railway is one of the biggest transport organisations in the world. Thousands of Passengers and Goods Trains run from one end to another. For movement of Trains Drivers and Guards are utilized.
- 1.2 Railway is a vast organisation where thousands of Passengers and Goods Trains are plying. Drivers and Guards plays vital role in the operation of Trains. They take the Train from one Station to another safely. There is a provision of Running Room for Drivers and Guards, where they take proper rest and take their meal in the Running Room. For providing them meal properly Cooks are provided.
- 1.3 But in the new scenario it is very costly to keep Cooks. Railway as a policy matter is outsourcing the work of cooking and providing food to the Driver and Guard.
- 1.4 It will save huge amount of salary of staffs.

CHAPTER-II

EXISTING SETUP

The actual staff strength of Cook and Blanketman in Running Room of Electrical (OP) Department of Dhanbad Division is 07 against the sanctioned strength 14 with a vacancy of 07.

S.No	Category	Sanctioned Strength	MOR	Vacancy
07 1.	Sr. Cook	03	00	03
2	Cook/Elect./OP	01	03	+02
3.	Cook/Mech.	07	03	04
4.	Assistant Cook	02	01	01
5.	Blanketman	01	00	01

vacant posts should be surrendered immediately.

CHAPTER-III

Critical Analysis:-

For successful and smooth running of an organization financial viability of assets and man power has to be taken into consideration.

Hence, administration should reconsider the utility in the new perspective.

BOS = 14

MOR = 07

REQUIREMENT OF STAFF = 07

EXCESS STAFF = 07

Hence 07 vacant posts of Cook and Blanketman may be surrendered immediately .

CHAPTER - IV

RECOMMENDATION & SUGGESTION:-

After careful study of the Cook and Blanket man of Running Room of Electrical (OP) Department of Dhanbad Division. The work study team recommends to surrender 07 vacant posts of Cook and Blanketmen immediately.

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	Level	No. of posts	Total pay per year per staff (Rs.)	Annual financial savings (Rs.)in Lakh.
1.	Cook	L-2	03	583367	1750104
2.	Cookmate	L-1	02	524804	1051608
3.	Assistant Cook	L-1	01	524804	524804
4.	Blanketman	L-1	01	524804	524804
TOTAL					3849320 i.e 38.49

Annexure

Staff strength of Cook and Blanketman of Electrical (OP) department of Dhanbad Division as on 24-09-2019.

S.No .	Departmen t	Category	Scale	Grade pay	Sanctione d Strength	MO R	Vacancy
1.	Electrical (OP)	Cook	5200-20200	1900	01	03	+02
2.		Assistant Cook	5200-20200	1800	02	01	01
3.		Blanketman	5200-20200	1800	01	00	01
4.	Mech.	Sr.Cook	5200-20200	2400	03	00	03
5.		Cook	5200-20200	1900	07	03	04
Total					14	07	07



EAST CENTRAL RAILWAY

WORK STUDY REPORT

ON

**To assess the utility of Cook and Blanketman of Electrical (OP)
of Dhanbad Division**

EFFICIENCY CELL

EAST CENTRAL RAILWAY

HAJIPUR

Study No. ECR/Efficiency/WSR/DHN/19-20/08

EAST CENTRAL RAILWAY

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

No.: - ECR/Efficiency/WSR/DHN/19-20/08

Dated:-11.11.2019

Sr. DEE(OP)

**East Central Railway,
Dhanbad**

**Sub.:- Work study report on adequacy staff strength of Cook and
Blanketman of Electrical (OP) Department of Dhanbad Division.**

In connection to the above it is intimated that work study has been conducted on adequacy of staff strength of Cook and Blanketman of Electrical (OP) of Department of Dhanbad Division. The work study team has recommended to surrender 07 vacant posts of Cook and Blanketman.

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) PCEE/ 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

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