

TERMS OF REFERENCE

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

- a) To review staff strength vis-à-vis workload of SSE (Works) of Engineering Department of Sonapur Division with a view to identify the surplus manpower in different section.
- b) To assess the effective utilization of staff working in SSE (Works) of Engineering Department of Sonapur Division.
- c) To suggest ways and means to improve working of staff in SSE (Works) of Engineering Department of Sonapur Division .

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 of present working.
- ii) Reassessment of manpower requirement by applying on need base.
- iii) Discussion with Sr.DEN(Co-ord)/SEE
- iv) Discussion with ADEN/THB, BJU,MFP,SEE
- v) Discussion with SSE(W) of SEE Division.

SYNOPSIS

1. In Railways, the process of absorption of modernization has been started and still in progress in every sphere of system. These technological up gradations 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 SSE (Works) of Engineering Department of Sonapur Division with a view to assess the staff requirement as per the existing workload .
3. SSE (Works) staff of Engineering Department also plays a vital role in Indian Railways and leads in performance of any Zonal Railway. At present 05 staffs of carpenter(Helper/Khalasi) are working against Sanction Strength 13 under SSE (Works) in Engineering Department of Sonapur Division.

CHAPTER -I

Introduction :-

1.1 Indian Railways works wing of civil engineering plays a vital role for the maintenance of station buildings , service buildings ,Rly. Quarters, water supply, drainage system and approach roads.

1.2 There are 12 SSE (works) in SEE Divison.

1.3 Jurisdiction of these SSE (Works) are spread over whole SEE Divison under ADEN/SEE Land and Line,MFP,BJU(East and West),THB.

1.4 Office of SSE Works are below.

SSE Works line BJU, SSE Works Coloney./ BJU, SSE Works KGG, SSE Works,GHZ, SSE Works DGHZ, SSE Works MFP, SSE Works HJP SSE Works HQ, SSE Works SEE, SSE Works THB, SSE Works KUE SSE Works SPPH etc.

1.5 Methodology;-

- Discussion with Sr. DEN(Co-ord) SEE
- Discussion with ADEN SEE,MFP,BJU,THB
- Compilation of data

CHAPTER -II

Present Scenario:-

The actual staff strength of staffs of carpenter(Helper/Khalasi) under SSE(W) SEE Divison is 05 against the sanctioned strength of 13 with vacancy 08.

2.1 Sr. section Engineers are in-charge of SSE (Works) of all the 12 points – He is responsible for-

- i) Maintenance of Station Building , staff Quarters, approach road, water supply, Bridge and drainage lines and sewage system.
- ii) Accountal and periodical verification of stores and tools.
- iii) Maintenance of land boundaries.
- iv) Horticultural work .

2.2 Colony ; - There are many colonies in SEE Divison as under
SSE Works line BJU, SSE Works Coloney./ BJU, SSE Works KGG, SSE Works,GHZ, SSE Works DGHZ, SSE Works MFP, SSE Works HJP SSE Works HQ, SSE Works SEE, SSE Works THB, SSE Works KUE SSE Works SPPH etc

2.3 Service Building. - There are many Service Building in SEE Divison

Working Hours :- Generally SSE(W) office functions from 07:30 hrs to 12:00 hrs and 13:00 hrs to 16:30 hrs in winter season and 6:30 to 11:30 & 14:to 17:00 hrs in summer season daily. Sunday is rest day.

CHAPTER -III

CRITICAL EXAMINATION:-

3.1 Carpenter Helper / khalasi

BOS - 13

MOR - 05

VACANCY - 08

Work study team Critically examined and verified the work loads of carpenter(Helper/Khalasi) on need base . The Work study team recommends to outsource the posts of carpenter(Helper/Khalasi) for smooth working.

After outsourcing , the 13 posts of carpenter(Helper/Khalasi) may be surrendered.

CHAPTER -IV

After critically examining the work load of carpenter(helper/Khalasi) working under SSE(W), the work study team purposes as below-

S. N	Designation	BOS	MOR	Requirement	Proposed to surrender	Remark
1	Carpenter (Helper/ Khalasi)	13	05	00	13	13 post may be surrendered.
Total						13 Posts

CHAPTER -V

Recommendation ;-

BOS - 13

MOR - 05

VACANCY -08

The work study team has conducted the work study on need base. Work study team recommend to surrender 13 posts of Carpenter (Helper / khalasi).

CHAPTER -VI

Financial Saving :-

S.N	Designation	Scale	Grade Pay	No.of Posts	Saving Per Annum Per staff.	Annual financial saving(Rs)
1.	Carpenter Helper / khalasi	5200-20200	1800	13	525804	6835452
Total				13		6835452 ie 68.35 Lakh

Annexure -I

Staff position of SSE(W) SEE Divison.

Sl NO.	Category	Scale	Grade pay	Sanctioned Strength	Men on Roll	vacancy
1	Carpenter Helper / khalasi	5200- 20200	1800	13	05	08

**REVIEW
OF
STAFF STRENGTH
OF
CARPENTER(HELPER/ KHALASI)
OF SSE (W) OF
ENGINEERING DEPARTMENT OF
SONEPUR DIVISION
(ECR/Effi/WSR/SEE/19-20/18)**

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

EXECUTIVE SUMMARY

Study No.	ECR/Effi./WSR/SEE/19-20/18
Subject	REVIEW OF STAFF STRENGTH TO CARPENTER(HELPER /KHALASI) OF OFENGINEERING DEPARTMENT OF SEE DIVISION .
Area	SEE DIVISON
Division	SEE
Department	ENGINEERING .
Terms of Reference	Assessment of Man Power requirement
Total No. of Recommendations	01
No. of posts recommended for surrender	13
Financial Implication	68.35 lakh
Month of Circulation	september. 2019

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EAST CENTRAL RAILWAY

**Office of the
General Manager(Vig.)
Hajipur
Dated: 16-10-19**

No.: - ECR/Effi/WSR/SEE/19-20/18

**Sr. DEN(Co-ord.)
East Central Railway,
Sonepur**

**Sub.:- Review of staff strength having Carpenter (Helper / Khalasi) of
Engineering Department of Sonepur Division.**

In connection to the above it is intimated that a work study has been conducted on adequacy of staff strength Carpenter (Helper / Khalasi) of Engineering Department of Sonapur Division.

The work study team has recommended to surrender 13 post of Carpenter (Helper Khalasi) Sonapur Division

Hence, it is requested to kindly 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 10 pages.

(A.Khalifa)
Efficiency Officer
For SDGM

Copy to: (i) PCE/HJP for kind information please.
(ii) PCPO/ HJP for kind information please.
(iii) ADRM/ SEE for kind information please.
(iv) Sr. DPO / SEE for kind information please

Efficiency Officer
For SDGM

EAST CENTRAL RAILWAY

WORK STUDY REPORT

ON

TO ACCESS THE

STAFF STRENGTH

TO

CARPENTER (HELPER / KHALASI)

**OF SSE(W) OF
ENGINEERING DEPARTMENT
OF
SONEPUR DIVISION**

**EFFICIENCY CELL
EAST CENTRAL RAILWAY
HAJIPUR**

StUDy No: - ECR/Effi/WSR/SEE/19-20/18