

TERMS OF REFERENCE

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

- a) To review staff strength vis-à-vis workload of Welder (Helper/Khalasi) under SSE P.Way and Motor Trolley Driver 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 of Welder (Helper/Khalasi) under SSE P.Way and Motor Trolley Driver of Engineering Department of Sonapur Division.
- c) To suggest ways and means to improve working of staff strength of Welder (Helper/Khalasi) under SSE P.Way and Motor Trolley Driver 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(P.Way) 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 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 of Welder (Helper/Khalasi) under SSE P.Way and Motor Trolley Driver of Engineering Department of Sonapur Division with a view to assess the staff requirement as per the existing workload .
3. P .Way staff of Engineering Department plays a vital role in Indian Railways and leads in performance of any Zonal Railway. At present no any Motor Trolley Driver is working against Sanction Strength 02 and no any Welder (Khalasi/ Helper) are working against Sanction Strength 08 under SSE P.Way Engineering Department of Sonapur Division.

CHAPTER -I

Introduction :-

1.1 Indian Railways Welder (Helper/Khalasi) under SSE P.Way and Motor Trolley Driver engineering department plays a vital role for the maintenance of Track and reaching on spot in Emergency respectively.

1.2 There are 12 SSE P.Way in SEE Divison.

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

1.4 Office of SSE (P.Way) are below.

SSE (P.Way) BJU(E), SSE (P.Way) BJU(W) SSE (P.Way) SPJ, SSE (P.Way)KGG, SSE (P.Way) GHZ, SSE (P.Way) SEE/TD, SSE (P.Way) DGA, SSE (P.Way) SPPH ,SSE (P.Way) GRL, SSE (P.Way) MFP, SSE (P.Way) THB, SSE (P.Way) KUE SSE (P.Way) etc.

1.4 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 Welder (Helper/Khalasi) under SSE P.Way and Motor Trolley Driver of SSE P.Way SEE Division is NIL against the sanctioned strength of 10 with a vacancy of 10.

2.1 Sr. section Engineer are in-charge of P.Way of Engineering Department.

Working Hours :- Generally SSE P.Way 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 & 14:00 to 17:00 hrs in summer season daily.

CHAPTER -III

CRITICAL EXAMINATION:-

3.1 Welder Helper / khalasi

BOS - 08

MOR - 00

VACANCY - 08

Work study team verified the work loads and staff position on need base of Engineering Department

3.2 Motar Trolley Driver

BOS - 02

MOR - 00

VACANCY - 02

Work study team verified the work loads and staff position on need base of Engineering Department.

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

After outsourcing , the 08 posts of welder(Helper/Khalasi) and 02 posts of Motar Trolley Driver may be surrendered.

CHAPTER -IV

After critically examining the work load of welder(Helper/Khalasi) and **Motar Trolley Driver** staff working under SSE(P.Way) the work study team proposes as below-

S. N	Designation	BOS	MOR	Requirement	Proposed to surrender	Remark
1.	Welder Helper / khalasi	08	00	00	08	08 vac.post may be surrende red.
2.	Motar Trolley Driver	02	00	00	02	02 Vac. post may be surrende red.
Total					10	

CHAPTER -V

Recommendation ;-

BOS - 10

MOR - 00

VACANCY -10

The work study team has conducted the work study on need base. Work study team recommend to surrender 08 post of Welder Helper / khalasi and 02 post of Motar Trolley Driver.

CHAPTER -VI

Financial Saving ;-

S.N	Designation	Scale	Grade Pay	No.of Posts	Saving Per Annum Per staff.	Annual financial saving(Rs)
1.	Welder Helper / khalasi	5200-20200	1800	08	525404	4206432
2.	Motar Trolley Driver	5200-20200	1800	02	852936	1705872
Total				10		5912304 ie 59.12 Lakh

Annexure -I

Staff position of Welder (Helper/Khalasi) under SSE P.WAY and Motor Trolley Driver SEE Divison.

Sl NO.	Category	Scale	Grade pay	Sanctioned Strength	Men on Roll	vacancy
1	Welder Helper / khalasi	5200-20200	1800	08	00	8
2.	Motar Trolley Driver	5200-20200	1800	02	00	2
Total				10		10

REVIEW

OF

**STAFF STRENGTH
TO
WELDER(HELPER/ KHALASI) & MOTOR TRALLEY DRIVER
OF SSE P.WAY OF
ENGINEERING DEPARTMENT OF
SONEPUR DIVISION
(ECR/Effi/WSR/SEE/19-20/20)**

GUIDANCE BY

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E.I
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E.I.**

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

EXECUTIVE SUMMARY

Study No.	ECR/Effi./WSR/SEE/19-20/20
Subject	REVIEW OF STAFF STRENGTH TO WELDER (HELPER/ KHALASI) AND MOTOR TROLLEY DRIVER OF ENGINEERING DEPARTMENT OF SEE DIVISION .
Area	SEE DIVISON
Division	SEE
Department	ENGINEERING .
Terms of Reference	Assessment of Man Power requirement
Total No. of	01
Recommendations	
No. of posts recommended for surrender	10
Financial Implication	59.12 lakh
Month of Circulation	SEP. 2019

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EAST CENTRAL RAILWAY

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

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

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

Sub.:- Review of staff strength of Welder (Helper/khalasi) under SSE
P.Way & Motor Trolley Driver 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 of Welder(Helper Khalasi) & Motar Trolley Driver of Engineering Department of Sonepur Division.

The work study team has recommended to surrender 08 posts of Welder(Helper Khalasi) & 02 posts of Motar Trolley Driver of Engineering Department of Sonepur 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

WELDER (HELPER/ KHALASI) & MOTOR TROLLEY

DRIVER
OF SSE P.WAY OF
ENGINEERING DEPARTMENT
OF
SONEPUR DIVISION

EFFICIENCY CELL
EAST CENTRAL RAILWAY
HAJIPUR

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