

**REVIEW
OF
STAFF STRENGTH
OF MINISTERIAL STAFF OF
ENGINEERING DEPARTMENT
WORKING
AT
SAMASTIPUR DIVISION
(ECR/Effi/WSR/SPJ/19-20/23)**

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WORK-STUDY CELL

East Central Railway

HAJIPUR

EXECUTIVE SUMMARY

Study No.	(ECR/Effi/WSR/SPJ/19-20/23)
Subject	REVIEW OF STAFF STRENGTH OF MINISTERIAL STAFF OF ENGINEERING DEPARTMENT WORKING AT SAMASTIPUR DIVISION .
Area	SAMASTIPUR DIVISION
Division	SPJ
Department	ENGINEERING .
Terms of Reference	Assessment of Man Power requirement
Total No. of Recommendations	01
No. of posts recommended for surrender	07
Financial Implication	80.02 Lakh
Month of Circulation	October 2019

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TERMS OF REFERENCE

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

- a) To review staff strength vis-à-vis workload of Ministerial staff of Engineering Department of Samastipur Division with a view to identify the surplus manpower in different section.

- b) To assess the effective utilization of Ministerial staff working in Engineering Department of Samastipur Division .
- c) To suggest ways and means to improve working of Ministerial staff in Engineering Department of Samastipur 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 Indian Railway Benchmark and Indian Railway Average Bench marking.
- iii) Discussion with Sr.DEN(Co-ord)/ECR/SPJ
- iv) Discussion with AEN/SPJ, DBG & NKE
- v) Discussion with SSE/P.Way & SSE(W) of SPJ Division.

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 up gradations have shown the 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 Ministerial staff of Engineering Department of Samastipur Division with a view to assess the staff requirement as per the existing workload .
3. Ministerial staff of Engineering Department also plays a vital role in Indian Railways and leads in performance of any Zonal Railway. At present 50 Ministerial staff are working against Sanction Strength 66 in Engineering Department of Samastipur Division. as on Sr.DEN(Co-ord)/SPJ letter no- W.E/283/MNP/SPJ/W-6 dated 24.10.2019.

Chapter-I

INTRODUCTION

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 the 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 the Railways, but the Samatipur Division has not infrastructure developed than other Division of Indian railway. Hence Reassessments of man power on need base.

The personnel matters of the staff in divisions are being dealt by the Ministerial staff and maintenance of works of Engineering Department by artisan staff (B/Smith, H/Man, Carpenter, Painter, Mason, Fitter, chowkidar, Caretaker). These staff are being controlled by Sr.DEN(Co-ord) and assisted by Sr.DEN, DEN, AEN and other staff..

With the improvement of information technology and rationalization of working pattern due to modernization and computerization as well as change in working hours have created enough scope of improving efficiency of staff. The working culture are different, the bench marking norm is difficult to calculate the staff. The work study team observed that need base is the best option for calculation of staff. Competent Authority has approved a Work Study on “Review of staff strength of Ministerial staff of Engineering Department of Samastipur Division .

CHAPTER-II

2.1 Work Load: - The working of Ministerial staff in Engineering Department of Samastipur Division is divided into the following sections with the job entrusted to:-

Sl.No.	Section
01	ATEN/SPJ
02	ADEN/SPJ
03	ADEN/SHC
04	ADEN-I/DBG
05	ADEN/NKE
06	ADEN/BMKI
07	ADEN/DBG-2
08	SSE/SE/P.Way./SPJ
09	SSE/SE/P.Way./HPO
10	SSE/SE/P.Way./KGC
11	SSE/SE/P.Way./Line/SPJ
12	SSE/SE/P.Way./TD/SPJ
13	SSE/SE/P.Way./DBG
14	SSE/SE/P.Way./MKI
15	SSE/SE/P.Way./RXL
16	SSE/SE/P.Way./NKE-E
17	SSE/SE/P.Way./NKE-W
18	SSE/SE/P.Way./SKI
19	SSE/SE/P.Way./JJP
20	SSE/SE/P.Way./SHC
21	SSE/SE/P.Way./BNKI
22	SSE/SE/P.Way./RGV
23	SSE/SE/P.Way./JNR
24	SSE/SE/ Works/South/SPJ
25	SSE/SE/ Works/North/SPJ
26	SSE/SE/ Works /Line/SPJ

27	SSE/SE/ Works /WS/SPJ
28	SSE/SE/ Works /DBG
29	SSE/SE/ Works /JJP
30	SSE/SE/ Works /MBI
31	SSE/SE/ Works /RXL
32	SSE/SE/ Works/NKE
33	SSE/SE/ Works /SHC
34	SSE/SE/ Works /BNKI
35	SSE/SE/ Works /MKI
36	SSE/SE/ Works /SGL

2.2 Sanctioned strength of Ministerial staff of Engineering Department of Samastipur Division is divided into the following sections.

Section	Category	S/S	Total
DRM(Engg) office./SPJ	COS OS Sr. Clerk Jr.Clerk	08 13 03 02	26
ATEN/SPJ	COS OS Sr. Clerk Jr.Clerk	01 01 00 00	02
ADEN/SPJ	COS OS Sr. Clerk Jr.Clerk	01 01 00 00	02
ADEN/SHC	COS OS Sr. Clerk Jr.Clerk	01 01 00 00	02
ADEN-I/DBG	COS OS Sr. Clerk Jr.Clerk	02 02 01 00	05
ADEN/NKE	COS OS Sr. Clerk	00 00 00	0

	Jr.Clerk	00	
ADEN/BMKI	COS OS Sr. Clerk Jr.Clerk	01 03 01 00	05
ADEN/DBG-2	COS OS Sr. Clerk Jr.Clerk	02 04 00 00	06
SE/Bridge	COS OS Sr. Clerk Jr.Clerk	00 00 00 00	00
SSE/SE/P.Way./SPJ	COS OS Sr. Clerk Jr.Clerk	00 00 01 00	01
SSE/SE/P.Way./HPO	COS OS Sr. Clerk Jr.Clerk	00 00 00 01	01
SSE/SE/P.Way./KGC	COS OS Sr. Clerk Jr.Clerk	00 00 00 00	00
SSE/SE/P.Way./Line/ SPJ	COS OS Sr. Clerk Jr.Clerk	00 00 00 00	00
SSE/SE/P.Way./TD/SPJ	COS OS Sr. Clerk Jr.Clerk	00 00 00 00	00
SSE/SE/P.Way./DBG	COS OS Sr. Clerk Jr.Clerk	00 01 00 00	01
SSE/SE/P.Way./MKI	COS OS Sr. Clerk Jr.Clerk	00 01 00 00	01
SSE/SE/P.Way./RXL	COS OS Sr. Clerk Jr.Clerk	01 00 00 00	01
SSE/SE/P.Way./NKE-E	COS OS	00 01	01

	Sr. Clerk Jr.Clerk	00 00	
SSE/SE/P.Way./NKE-W	COS OS Sr. Clerk Jr.Clerk	00 00 01 00	01
SSE/SE/P.Way./SKI	COS OS Sr. Clerk Jr.Clerk	01 00 00 00	01
SSE/SE/P.Way./JJP	COS OS Sr. Clerk Jr.Clerk	00 01 00 00	01
SSE/SE/P.Way./SHC	COS OS Sr. Clerk Jr.Clerk	00 00 00 00	00
SSE/SE/P.Way./BNKI	COS OS Sr. Clerk Jr.Clerk	01 00 00 00	01
SSE/W/S/SPJ	COS OS Sr. Clerk Jr.Clerk	00 01 00 00	01
SSE/W/N/SPJ	COS OS Sr. Clerk Jr.Clerk	00 01 00 00	01
SSE/W/Water Supply/SPJ	COS OS Sr. Clerk Jr.Clerk	00 00 01 00	01
SSE/W/Line/SPJ	COS OS Sr. Clerk Jr.Clerk	00 01 00 00	01
SSE/W/DBG	COS OS Sr. Clerk Jr.Clerk	00 01 00 00	01
SSE/W/SHC	COS OS Sr. Clerk Jr.Clerk	00 00 01 00	01
SSE/W/BMKI	COS	00	02

	OS	01	
	Sr. Clerk	01	
	Jr.Clerk	00	

2.3 Deployment of Ministerial staff, in Engineering Department of Samastipur Division .

Section	Category	S/S	Total
DRM(Engg) office./SPJ	COS OS Sr. Clerk Jr.Clerk	08 13 03 02	21
ATEN/SPJ	COS OS Sr. Clerk Jr.Clerk	01 00 01 00	02
ADEN/SPJ	COS OS Sr. Clerk Jr.Clerk	00 01 00 00	01
ADEN/SHC	COS OS Sr. Clerk Jr.Clerk	01 01 00 00	02
ADEN-I/DBG	COS OS Sr. Clerk Jr.Clerk	01 00 00 00	01
ADEN/NKE	COS OS Sr. Clerk Jr.Clerk	00 02 02 01	05
ADEN/BMKI	COS OS Sr. Clerk Jr.Clerk	01 02 00 00	03
ADEN/DBG-2	COS OS Sr. Clerk Jr.Clerk	01 00 00 00	01
SE/Bridge	COS OS Sr. Clerk	01 00 01	02

	Jr.Clerk	00	
SSE/SE/P.Way./SPJ	COS OS Sr. Clerk Jr.Clerk	00 00 00 01	01
SSE/SE/P.Way./HPO	COS OS Sr. Clerk Jr.Clerk	00 01 00 00	01
SSE/SE/P.Way./KGC	COS OS Sr. Clerk Jr.Clerk	00 01 00 00	01
SSE/SE/P.Way./Line/ SPJ	COS OS Sr. Clerk Jr.Clerk	00 00 00 00	00
SSE/SE/P.Way./TD/SPJ	COS OS Sr. Clerk Jr.Clerk	00 01 00 00	01
SSE/SE/P.Way./DBG	COS OS Sr. Clerk Jr.Clerk	00 01 00 00	01
SSE/SE/P.Way./MKI	COS OS Sr. Clerk Jr.Clerk	00 01 00 00	01
SSE/SE/P.Way./RXL	COS OS Sr. Clerk Jr.Clerk	01 00 00 00	01
SSE/SE/P.Way./NKE-E	COS OS Sr. Clerk Jr.Clerk	00 01 00 00	01
SSE/SE/P.Way./NKE-W	COS OS Sr. Clerk Jr.Clerk	00 00 01 00	01
SSE/SE/P.Way./SKI	COS OS Sr. Clerk Jr.Clerk	01 00 00 00	01
SSE/SE/P.Way./JJP	COS OS	00 01	01

	Sr. Clerk Jr.Clerk	00 00	
SSE/SE/P.Way./SHC	COS OS Sr. Clerk Jr.Clerk	00 00 00 00	00
SSE/SE/P.Way./BNKI	COS OS Sr. Clerk Jr.Clerk	01 01 00 00	02
SSE/W/WS/SPJ	COS OS Sr. Clerk Jr.Clerk	00 01 00 00	01
SSE/W/N/SPJ	COS OS Sr. Clerk Jr.Clerk	00 01 00 00	01
SSE/W/Water Supply/SPJ	COS OS Sr. Clerk Jr.Clerk	00 00 01 00	01
SSE/W/Line/SPJ	COS OS Sr. Clerk Jr.Clerk	00 01 00 00	01
SSE/W/DBG	COS OS Sr. Clerk Jr.Clerk	01 00 00 00	01
SSE/W/SHC	COS OS Sr. Clerk Jr.Clerk	00 00 01 00	01
SSE/W/BMKI	COS OS Sr. Clerk Jr.Clerk	00 01 01 00	02

2.3 Duties of Ministerial Staff:-

Main duties of Ministerial Staff in Engineering Department of Samastipur

Division are as follows:-

- i. Engg-DRM office deals with the establishment matters of staff it also devided in different small section as following:-
W1,W2,W3.W4,W5,W6,Tender, receive and dispatch.
- ii. Maintaining personnel files
- iii. Maintaining service records
- iv. Preparation of salary bills
- v. Selection and Promotion
- vi. Final settlement (retirement)
- vii. Redressal of grievances
- viii. Welfare & Law matters
- ix. Recruitment, Pass/PTO & Allied matters.
- x. Engineering budget .
- xi. Bill & Tender
- xii. Engg. (confidential)
- xiii. W.P
- xiv. Land & Rent
- xv. Bridge
- xvi. Store etc.

CHAPTER-III

3.0.0 CRITICAL ANALYSIS, REQUIREMENT OF STAFF VIS-À-VIS WORK LOAD AND RECOMMENDATIONS:

3.1.0 Ministerial staff in Engineering Department of Samastipur Division is working under the control of Sr. DEN(Co-ord) Samastipur. To arrive at a factual conclusion on requirement of staff for Engineering Department at Samastipur Division. The work study team collected the 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.

3.2.0 APPLYING BENCH MARKING NORMS:-

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.

There is no specific yardstick for measuring workload of Ministerial staff of Engineering department of Samastipur division. It is very difficult to assess the efficiency of Ministerial staff of Engineering department of Samastipur division, quantum of work, and different sections are established in different important station.

Requirement of Ministerial staff :-

Total Sanction Strength = 66

Total Men on Roll = 50

Total Vacant post =16

Total Staff required =59

Excess post =66 -59= 07 Staff

Hence work study team observed that 04 vacant posts of COS , 01 vacant post OS and 02 vacant posts of Sr.Clerk 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 07 vacant posts of Ministerial staff (COS-04, OS-01&Sr. clerk -02) is excess than requirement.

Requirement of Ministerial staff :-

Total Sanction Strength = 66

Total Men on Roll = 50

Total Vacant post =16

Total Staff required =59

Excess post =66 -59= 07 Staff

CHAPTER - V

FINANCIAL SAVINGS:-

If the recommendation of the study report is implemented, the annual recurring financial savings will be as under:

SL. No.	Category	Scale of pay (Rs.)	Grade pay	No. of post	Mean pay per year (Rs.)	Annual financial savings in Lacs (Rs.)
1	ChiefOffice Supdt.	9300-34800	4600	04	1314852	5259408
2	Office Supdt.	9300-34800	4200	01	1037556	1037556
3	Sr.Clerk	5200-20200	2800	02	391500	1705872
	Total			07		8002826 ie 80.02

CHAPTER VI

Summary:-

After critically examining the work load of Ministerial staff working in Engineering Department of Samastipur Division, the work study team proposes as below:-

S.No	Designation	BOS	Requirement as per WS	Proposed surrender
01	Chief Office Supdt.	16	12	04
02	Office Supdt.	35	34	01
03	Sr. clerk	12	10	02
Total				07

Total vacant post of recommended for surrender = 07

Annexure -I

Staff position of Ministerial staff Working in Engineering
Department of Samastipur Division as on dt.24.10.2019

Sl NO .	Category	Scale	Gra de pay	Sanctio ned Strengt h	Men on Roll	Vacanc y
1	Ch.OS	9300-34800	4600	16	07	09
2	OS	9300-34800	4200	35	28	07
3	Sr.Clerk	5200-20200	2800	12	09	03
4	Jr.Clerk	5200-20200	1900	3	6	+3

EAST CENTRAL RAILWAY

**Office of the
General Manager(Vig.)
Hajipur
Dated: 14.11.2019**

No.: - ECR/Eff./WSR/SPJ/19-20/23

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

**Sub.:- Work study report on adequacy of staff strength of
of Ministerial staff of Engineering 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 Ministerial staff of Engineering Department of Samastipur Division. The work study team has recommended for surrender of 04 vacant posts of Chief Office Supdt. 01 vacant post of Office Supdt. and 02 vacant post of Sr.Clerk,

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 - 12 pages.

**(A.Khalifa)
Efficiency Officer
For SDGM**

Copy to: (i) PCE/HJP for kind information please.
(ii) CPO/ 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 Ministerial Staff of Engineering Department of
Samastipur Division**

**EFFICIENCY CELL
EAST CENTRAL RAILWAY
HAJIPUR**

Study No. ECR/Eff./WSR/Spj/19-20/23

28	SSE/SE/ Works /DBG
29	SSE/SE/ Works /JJP
30	SSE/SE/ Works /MBI
31	SSE/SE/ Works /RXL
32	SSE/SE/ Works/NKE
33	SSE/SE/ Works /SHC
34	SSE/SE/ Works /BNKI
35	SSE/SE/ Works /MKI
36	SSE/SE/ Works /SGL

2.2 Sanctioned strength and Requirement of Ministerial staff of Engineering Department of Samastipur Division is below.

Sl NO .	Category	Scale	Grade pay	Sanctioned Strength	Men on Roll	Vacancy	Requirement
1	Ch.OS	9300-34800	4600	16	07	09	12
2	OS	9300-34800	4200	35	28	07	34
3	Sr.Clerk	5200-20200	2800	12	09	03	10
4	Jr.Clerk	5200-20200	1900	3	6	+3	03