

**REVIEW  
OF  
STAFF STRENGTH  
OF  
HELPER/KHALASI OF ENGINEERING DEPARTMENT  
WORKING  
AT  
SAMASTIPUR DIVISION  
(ECR/Effi/WSR/SPJ/19-20/25)**

**GUIDANCE BY**

**Neeraj Agrawal  
SDGM**

**A. Khalifa  
E. O**

**STUDY BY**

**N.Kumar & A.Kumar  
E.I**

**N.K.Singh & K.N.Sahay  
E.I**

**WORK-STUDY CELL**

**East Central Railway**

**HAJIPUR**

## **EXECUTIVE SUMMARY**

<b>Study No.</b>	<b>(ECR/Effi/WSR/SPJ/19-20/25)</b>
<b>Subject</b>	<b>REVIEW OF STAFF STRENGTH OF HELPER/KHALASI OF ENGINEERING DEPARTMENT WORKING AT SAMASTIPUR DIVISION .</b>
<b>Area</b>	<b>SAMASTIPUR</b>
<b>Division</b>	<b>SPJ</b>
<b>Department</b>	<b>ENGINEERING .</b>
<b>Terms of Reference</b>	<b>Assessment of Man Power requirement</b>
<b>Total No. of Recommendations</b>	<b>01</b>
<b>No. of posts recommended for surrender</b>	<b>34</b>
<b>Financial Implication</b>	<b>178.77 Lakh</b>
<b>Month of Circulation</b>	<b>November-2019</b>

## **INDEX**

Sr. No.	Content	Reference	
		Page No.	
1	Terms of Reference and Methodology Adopted	01	-
2	Synopsis	02	-
3	<u>Chapter I</u> – Introduction	03	-
4	<u>Chapter II</u> – Present Status	04	05
5	<u>Chapter III</u> - Critical Analysis	06	08
6	<u>Chapter IV</u> – Recommendation	09	-
7	<u>Chapter V</u> – Financial Implication	10	-
8	<u>Chapter VI</u> – Summary	11	-
9	Annexure	12	-

## **TERMS OF REFERENCE**

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

- a) To review staff strength vis-à-vis workload of Engineering Department of Samastipur Division with a view to identify the surplus manpower in different section.
- b) To assess the effective utilization of Helper/Khalasi working in Engineering Department of Samastipur Division.
- c) To suggest ways and means to improve working of Helper/Khalasi 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 on need base.
- iii) Discussion with Sr.DEN(Co-ord)/SPJ
- iv) Discussion with ADEN/SPJ, ADEN Land/SPJ, AEN I&II DBG, AEN/NKE, AEN /BMKI & AEN/SHC.
- 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 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 Helper/Khalasi of Engineering Department of Samastipur Division with a view to assess the staff requirement as per the existing workload .
3. Helper/Khalasi of Engineering Department also plays a vital role in Indian Railways and leads in performance of any Zonal Railway. At present 58 men are working against Sanction Strength 91 are working in Engineering Department of Samastipur Division as on Sr.DEN(Co-ord) letter no-WE/283/MNP/SPJ/W-6/41 dt. 07.11.2019

# **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 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 Samastipur Division has not infrastructure developed than other Division of Indian railway. Hence, reassessments of man power on need base is done.

Helper/Khalasi are attached with Fitter, Carpenter, Painter, Blacksmith, Mason and Plumber. Maintenance of Station Building , staff Quarters, approach roads ,water, Bridge and drainage lines and sewage system. Helper/Khalasi are under control of Sr.DEN(Co-ord) and assisted by Sr.DEN, DEN, AEN and other staff. At present overall 58 Helper/Khalasi are working against the Sanction Strength 91 in Engineering Department of Samastipur Division.

The working culture of Helper/Khalasi are different, the bench marking norm is difficult for calculation of staff. The work study team observed that need base is best option for calculation of staff. Competent Authority has approved a Work Study on “Review of staff strength of Helper/Khalasi of Engineering Department of Samastipur Division.

## **CHAPTER-II**

**2.1 Work Load:** - Helper/Khalasi of Engineering Department of Samastipur Division is divided into the following sections with the job entrusted to:-

<b>Sl.No.</b>	<b>P.Way Section</b>
01	SSE/ P.Way /SPJ
02	SSE/ P.Way /DBG
03	SSE/ P.Way /BMKI
04	SSE/ P.Way /SHC
05	SSE/ P.Way /KGG at SHC
06	SSE/ P.Way /E/NKE
07	SSE/ P.Way /W/NKE
08	SSE/ P.Way /RXL
09	SSE/ P.Way /JNR
10	SSE/P.Way/JJP
11	SSE/P.Way/SKI
12	SSE/P.Way/SGL
13	SSE/P.Way/HPO
14	SSE/P.Way/TD/SPJ
15	SSE/P.Way/BNKI
16	SSE/P.Way/RGV
<b>WORKS Section</b>	
01	SSE/W/South SPJ
02	SSE/W/North / SPJ
03	SSE/W/Line
04	SSE/WS/SPJ
05	SSE/W/BNKI
06	SSE/W/RGV
07	SSE/W/SHC
08	SSE/W/DBG
09	SSE/W/MBI

10	SSE/W/JJP
11	SSE/W/RXL
12	SSE/W/NKE
13	SSE/W/BMKI
14	SSE/W/SGL
15	SSE/BRI/SPJ

Sl.No.	DRM &ADEN office
01	DRM office
02	ATEN /SPJ
03	ADEN/SPJ
04	ADEN/I/DBG
05	ADEN/II/DBG
06	ADEN/BMKI
07	ADEN/NKE
08	ADEN/SHC

**2.2 Duties of Helper/Khalasi -:** Helper/Khalasi are attached with Fitter, Carpenter, Painter, Blacksmith, Mason and Plumber. Maintenance of Station Building , staff Quarters, approach roads ,water, Bridge and drainage lines and sewage system. Helper/Khalasi are under control of Sr.DEN(Co-ord) and assisted by Sr.DEN, DEN, AEN and other staff. At present overall 58 Helper/Khalasi are working against the Sanction Strength 91 in Engineering Department of Samastipur Division.

### CHAPTER-III



## **2.0.0 CRITICAL ANALYSIS, REQUIREMENT OF STAFF VIS-À-VIS WORK LOAD AND RECOMMENDATIONS:**

2.1.0 Staff of Helper/Khalasi of Engineering Department of Samastipur Division is working under control of Sr. DEN(Co-ord)/SPJ. To arrive at a factual conclusion on requirement of Helper/Khalasi in Engineering Department of Samastipur 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.

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 Helper/Khalasi of Engineering department of Samastipur division. It is very difficult to assess the efficiency of Helper/Khalasi of Engineering department of Samastipur Division, different sections are established in different important station.

### **2.2.1 Staff cadre in Division:-**

<b>S.N</b>	<b>Category</b>	<b>Sanction Strength</b>	<b>Men on roll</b>	<b>Vac.</b>
1	Helper/Khalasi	91	58	33

**Requirement of Helper/Khalasi is given below:-**

# Requirement of Helper/Khalasi in SSE/P.Way, SSE/Works, BRI & ADEN office of SPJ

Division:-

Sl.No.	P.Way Section	Requirement
01	SSE/ P.Way /SPJ	02
02	SSE/ P.Way /DBG	02
03	SSE/ P.Way /BMKI	02
04	SSE/ P.Way /SHC	02
05	SSE/ P.Way /KGG at SHC	02
06	SSE/ P.Way /E/NKE	02
07	SSE/ P.Way /W/NKE	02
08	SSE/ P.Way /RXL	02
09	SSE/ P.Way /JNR	02
10	SSE/P.Way/JJP	02
11	SSE/P.Way/SKI	02
12	SSE/P.Way/SGL	02
13	SSE/P.Way/HPO	02
14	SSE/P.Way/TD/SPJ	02
15	SSE/P.Way/BNKI	01
16	SSE/P.Way/RGV	01
	Total	30
	<b>WORKS Section</b>	
01	SSE/W/South SPJ	01
02	SSE/W/North / SPJ	01
03	SSE/W/Line	01
04	SSE/WS/SPJ	01
05	SSE/W/BNKI	01
06	SSE/W/RGV	01
07	SSE/W/SHC	01
08	SSE/W/DBG	01
09	SSE/W/MBI	01
10	SSE/W/JJP	01

11	SSE/W/RXL	01
12	SSE/W/NKE	01
13	SSE/W/BMKI	01
14	SSE/W/SGL	01
15	SSE/BRI/SPJ	01
	Total	15

Sl.No.	DRM &ADEN office	Requirement
01	DRM office	01
02	ATEN /SPJ	02
03	ADEN/SPJ	01
04	ADEN/I/DBG	01
05	ADEN/II/DBG	01
06	ADEN/BMKI	02
07	ADEN/NKE	02
08	ADEN/SHC	02
	Total	12

Total requirement=57

Sanctioned Strength-91

Excess=91-57=34

Man on roll =58

As per observation work study team found that 57 Helper/Khalasi are required for present work load of Engineering department of Samastipur Division. Hence, work study team observed that 34 posts of Helper/Khalasi may be recommended for surrender.

#### **CHAPTER IV**

#### **RECOMMENDATION**

As there is no yardstick for calculation of Helper/Khalasi, the work study team has made its assessment of staff on the need base, it is observed that at present 34 posts of Helper/Khalasi is excess than requirement.

**Total Sanction Strength = 91**

**Total Men on Roll = 58**

**Total Vacant post =33**

**Total Staff required =57**

**Excees post =91-57=34 Staff**

After going through the requirement of Helper/Khalasi, the work study team observed that the 34 posts of Helper/Khalasi may be recommended for surrender and financial saving will be 178.77 Lac per annum. The work is going on without any hindrance.

## 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	Level	No. of post	Mean pay per year per staff (Rs.)	Annual financial savings in Lacs (Rs.)
1.	Helper/Khalasi	5200-20200	1800	01	34	525804	17877336
	Total				34		17877336i.e. 178.77 lacs

## CHAPTER VI

### Summary:-

After critically examining the work load of Helper/Khalasi of Engineering Department of Samastipur Division, the work study team proposes as below:-

S.No	Designation	BOS	Requirement as per WS	Proposed surrender	Remark
01	Helper/Khalasi	91	57	34	34 posts may be Surrendered.
Total		91	57	34	

### **Annexure –I**

Staff position of Helper/Khalasi of Engineering Department of Samastipur Division as on 07.11.2019

<b>Sl NO .</b>	<b>Category</b>	<b>Scale</b>	<b>Grade pay</b>	<b>Level</b>	<b>Sanctioned Strength</b>	<b>Men on Roll</b>	<b>Vacancy</b>
1.	Helper/Khalasi	5200-20200	1800	L-1	91	57	34
		Total			91	57	34

**EAST CENTRAL RAILWAY**

**Office of the  
General Manager(Vig.)  
Hajipur  
Dated: 06.12.2019**

**No.: - ECR/Eff./WSR/SPJ /19-20/25**

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

**Sub.:- Work study report on adequacy of staff strength of  
Helper/Khalasi 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 Helper/Khalasi of Engineering Department of Samastipur Division. The work study team has recommended for surrender of 34 posts of Helper/Khalasi.

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.

**(Adil Khalifa)  
Efficiency Officer  
For SDGM**

Copy to: (i) PCE/HJP for kind information please.  
(ii) PCPO/ 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 Helper/Khalasi of Engg. Department  
of Samastipur Division**

**EFFICIENCY CELL**

**EAST CENTRAL RAILWAY**

**HAJIPUR**

**Study No. ECR/Eff./WSR/SPJ/19-20/25**

