

**REVIEW  
OF  
STAFF STRENGTH  
OF  
Cook and Mali of SSE/Works/DHN of ENGINEERING DEPARTMENT  
WORKING  
AT  
DHANBAD DIVISION  
(ECR/Effi/WSR/DHN/19-20/07)**

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**HAJIPUR**

## **EXECUTIVE SUMMARY**

|   |   |
|---|---|
| <b>Study No.</b>                              | <b>(ECR/Effi/WSR/DHN/19-20/07)</b>  |
| <b>Subject</b>                                | <b>REVIEW OF STAFF STRENGTH OF COOK AND MALI OF SSE/WORKS/DHN OF ENGINEERING DEPARTMENT WORKING AT DHANBAD DIVISION .</b> |
| <b>Area</b>                                   | <b>DHANBAD DIVISION</b>   |
| <b>Division</b>                               | <b>DHN</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>06</b>   |
| <b>Financial Implication</b>                  | <b>31.54 lakhs</b>  |
| <b>Month of Circulation</b>                   | <b>March 2020</b>   |

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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 cook and mali of Engineering Department of Dhanbad Division with a view to identify the surplus manpower of cook and mali.
- b) To assess the effective utilization of staff working in Engineering Department of Dhanbad 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) Discussion with Sr.DEN(Co-ord)/DHN.
- iii) Discussion with SSE(W)/ DHN .

## **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 upgradations 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 cook and mali of Engineering Department of Dhanbad Division with a view to assess the staff requirement as per the existing workload .
3. Cook and mali of Engineering Department also plays a vital role in Indian Railways and leads in performance of any Zonal Railway. At present 01 man working against Sanction Strength 07 in Engineering Department of Dhanbad Division as on Sr.DEN(Co-ord)/DHN letter no- WG.622/MPP/Pt.VIII dated 20.05.2019

# **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 Dhanbad Division has not infrastructure developed than other Division of Indian railway. Hence Reassessments of man power on need base.

The Competent Authority has approved a Work Study on Review of staff strength of cook and mali of Engineering Department of Dhanbad Division. At present 01 Staff are working against Sanction Strength 07 in Engineering Department of Dhanbad Division.

With the improvement of information technology and rationalization of working pattern due to modernize and computerized the machine 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 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 cook and mali of Engineering Department of Dhanbad Division with a view to assess the staff requirement as per the existing workload and best utilization.

## **CHAPTER-II**

**2.1 Work Load:** - The present scenario of cook and mali working under SSE(W)/DHN of Engineering Department of Dhanbad Division is given below.

| <b>S.N</b> | <b>Category</b> | <b>Sanction<br/>Strength</b> | <b>Men on<br/>roll</b> | <b>Vac.</b> |
|------------|-----------------|------------------------------|------------------------|-------------|
| <b>01</b>  | <b>Cook</b>     | <b>01</b>                    | <b>00</b>              | <b>01</b>   |
| <b>02</b>  | <b>Mali</b>     | <b>06</b>                    | <b>01</b>              | <b>05</b>   |

**Duties of Cook and mali -:** Generally cook is posted at ORH at Dhanbad division and cooking work is done by cook and mali is utilised as horticulture work at ORH and DRM office Danbad division.

## **CHAPTER-III**

### **CRITICAL ANALYSIS**

Cook and Mali in Engineering Department of Dhanbad Division is working under the control of Sr. DEN(Co-ord.) Dhanbad. To arrive at a factual conclusion on requirement of staff for Engineering Department at Dhanbad 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.

**Total Sanction Strength = 07**

**Total Men on Roll = 01**

**Total Vacant post =06**

**Total Staff required =01**

**Exceeds post = 07- 01 = 06**

As per observation work study team observed that 01 vacant post of cook and 05 vacant posts of mali may be recommended for surrender.



## **CHAPTER IV**

### **RECOMMENDATION**

As there is no yardstick for calculation of Cook and mali. The work study team has made its assessment of staff on the need base, it is observed that at present 01 vacant post of cook and 05 vacant post of mali is excess than requirement.

**Total Sanction Strength = 07**

**Total Men on Roll = 01**

**Total Vacant post =06**

**Total Staff required =01**

**Exceeds post = 07- 01 = 06**

After going through the requirement of staff, the work study team observed that the 01 vacant post of cook and 05 vacant post of mali may be recommended for surrender and financial saving will be 31.54 Lac per annum.

## 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 | Level           | Grade pay | No. of post | Mean pay per year (Rs.) | Annual financial savings in Lacs (Rs.) |
|---------|----------|-----------------|-----------|-------------|-------------------------|--|
| 1       | Cook     | 18000-56900/L-1 | 1800      | 01          | 525804                  | 525804                                 |
| 2       | Mali     | 18000-56900/L-1 | 1800      | 05          | 525804                  | 2629020                                |
|         | Total    |                 |           | 06          |                         | 3154824<br>(31.54 lacs)                |

## CHAPTER VI

### Summary:-

After critically examining the work load of cook and mali of Engineering Department of Dhanbad Division, the work study team proposes as below:-

| S.No. | Designation | BOS | Requirement<br>as per WS | Proposed<br>surrender | Remark |
|-------|-------------|-----|--------------------------|-----------------------|--------|
| 01    | Cook        | 01  | 00                       | 01                    |        |
| 02    | Mali        | 06  | 01                       | 05                    |        |
|       | Total       |     |                          | 06                    |        |

Total 06 No.of vacant post recommended for surrender = 06

## **Annexure –I**

Staff position of Cook and mali of SSE/Works/DHN of Engineering Department of Dhanbad Division:As on 20.05.2019

| <b>Sl NO.</b> | <b>Category</b> | <b>Level</b>    | <b>Grade pay</b> | <b>Sanctioned Strength</b> | <b>Men on Roll</b> | <b>Vacancy</b> |
|---------------|-----------------|-----------------|------------------|----------------------------|--------------------|----------------|
| 1             | Cook            | 18000-56900/L-1 | 1800             | 01                         | 00                 | 01             |
| 2             | Mali            | 18000-56900/L-1 | 1800             | 06                         | 01                 | 05             |
|               | Total           |                 |                  | 07                         | 01                 | 06             |

## **EAST CENTRAL RAILWAY**

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

**Hajipur**

**Dated: 16.04.2020**

**No.: - ECR/Eff./WSR/DHN/ 19-20 / 07**

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

**Sub.:- Work study report on adequacy of staff strength of  
Cook and Mali of Engineering Department of Dhanbad  
Division.**

In connection to the above, it is intimated that a work study has been conducted on adequacy of staff strength of Cook and Mali of SSE(W)/DHN of Engineering Department of Dhanbad Division. The work study team has recommended for surrender of 01 vacant post of Cook and 05 vacant posts of Mali.

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 - 09 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/ DHN for kind information please.  
(iv) Sr. DPO /DHN for kind information please.

**For SDGM**