

**REVIEW
OF
STAFF STRENGTH
OF
JEEP DRIVER
OF
ENGINEERING DEPARTMENT
WORKING
AT
SAMASTIPUR DIVISION
(ECR/Effi/WSR/SPJ/19-20/33)**

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WORK-STUDY CELL

East Central Railway

HAJIPUR

EXECUTIVE SUMMARY

Study No.	(ECR/Effi/WSR/SPJ/19-20/33)
Subject	REVIEW OF STAFF STRENGTH OF JEEP DRIVER 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	14
Financial Implication	123.05 Lakh
Month of Circulation	FEBRAURY 2020

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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 Jeep Driver of Engineering Department of Samastipur Division with a view to identify the surplus manpower in different section.
- b) To assess the effective utilization of Jeep Driver working in Engineering Department of Samastipur Division .
- c) To suggest ways and means to improve working of Jeep Driver 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) Discussion with Sr.DEN(Co-ord)/ECR/SPJ
- iii) Discussion with AEN/SPJ,ATEN/SPJ,AENI/DBG,AENII/DBG,AEN/SHC, AEN/BMKI&AEN/ NKE.

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 Jeep Driver of Engineering Department of Samastipur Division with a view to assess the staff requirement as per the existing workload .
3. Jeep Driver of Engineering Department also plays a vital role in Indian Railways and leads in performance of any Zonal Railway. At present 02 Jeep Driver are working against Sanction Strength 14 in Engineering Department of Samastipur Division. as on Sr.DEN(Co-ord)/SPJ letter no- WE/283/MNP/SPJ/W-6/169 dated 22.01.2020.

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

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 Jeep Driver of Engineering Department of Samastipur Division .

CHAPTER-II

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

Sl.No.	Section
01	Sr.DEN/Co-ord/SPJ
02	Sr.DEN/HQ/SPJ
03	DEN-I/SPJ
04	DEN-II/SPJ
05	DEN-III/SPJ
06	DEN/Bridge/SPJ
07	ADEN/Bridge/SPJ
08	ATEN/SPJ
09	ADEN/SPJ
10	ADEN/SHC
11	ADEN-I/DBG
12	ADEN/NKE
13	ADEN/BMKI
14	ADEN/DBG-2

2.2 Sanctioned strength of Jeep Driver of Engineering Department of Samastipur Division.

.Category	S/S	MOR	Total
Jeep Driver(MCM)	4	1	3
Jeep Driver(Gr.-I)	8	1	7
Jeep Driver(Gr.-II)	1	0	1
Jeep Driver (Gr.-III)	1	0	1

CHAPTER III

Critical Examination:-

BOS=14

MOR=02

Vacancy=12

Work study team has examined the work load of Jeep Driver of Engineering department in Samastipur Division and made justification as under:-

There are 02 Jeep Driver in Engineering department in Samastipur Division. He is attached with ATEN/SPJ and AEN/SPJ for official work. At present vehicles are hired. So there is no need of Jeep driver.

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 vehicles are hired. So there is no need of Jeep driver.

Requirement of Jeep Driver :-

Total Sanction Strength = 14

Total Men on Roll = 02

Total Vacant post =12

Total Staff required =00

Excess post =14 -00= 14 Staff

Hence, 14 posts of Jeep Driver may be recommended for surrender.

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	Jeep Driver(MCM)	9300-34800	4200	04	1037556	4150224
2	Jeep Driver(Gr.-I)	5200-20200	2800	08	852936	6823488
3	Jeep Driver(Gr.-II)	5200-20200	2400	01	748332	748332
4	Jeep Driver (Gr.-III)	5200-20200	1900	01	583368	583368
	Total			14		12305412 ie 123.05

CHAPTER VI

Summary:-

After critically examining the work load of Jeep Driver 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	Jeep Driver(MCM)	04	00	04
02	Jeep Driver(Gr.-I)	08	00	08
03	Jeep Driver(Gr.-II)	01	00	01
04	Jeep Driver (Gr.-III)	01	00	01
Total				14

Staff position of Jeep Driver Working in Engineering
Department of Samastipur Division as on dt.22.01.2020

Sl NO.	Category	Scale	Grade pay	Sanctioned Strength	Men on Roll	Vacancy
1	Jeep Driver(MCM)	9300-34800	4200	04	01	03
2	Jeep Driver(Gr.-I)	5200-20200	2800	08	01	07
3	Jeep Driver(Gr.-II)	5200-20200	2400	01	00	01
4	Jeep Driver (Gr.-III)	5200-20200	1900	01	00	01
	Total			14	02	12

EAST CENTRAL RAILWAY

**Office of the
General Manager(Vig.)
Hajipur
Dated: 14.02.2020**

No.: - ECR/Eff./WSR/SPJ/19-20/33

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

**Sub.:- Work study report on adequacy of staff strength of
of Jeep Driver 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 Jeep Driver of Engineering Department of Samastipur Division. The work study team has recommended for surrender of 14 posts of Jeep Driver.

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.

(A.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 Jeep Driver of Engineering Department of
Samastipur Division**

EFFICIENCY CELL

EAST CENTRAL RAILWAY

HAJIPUR

STUDY NO. ECR/EFF./WSR/SPJ/19-20/33