

**REVIEW
OF
STAFF STRENGTH
OF
ASSTT.COOK, OILMAN &TINDAL
OF
DIESEL SHED PTRU OF MECHANICAL DEPARTMENT
WORKING
IN
DHANBAD DIVISION
(ECR/Effi/WSR/DHN/19-20/06)**

GUIDANCE BY

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**WORK-STUDY CELL
EAST CENTRAL RAILWAY
HAJIPUR**

EXECUTIVE SUMMARY

Study No.	(ECR/Effi/WSR/DHN/19-20/06)
Subject	REVIEW OF STAFF STRENGTH OF ASSTT. COOK, OILMAN & TINDAL OF DIESEL SHED PTRU OF MECHANICAL DEPARTMENT WORKING IN DHANBAD DIVISION .
Area	DHANBAD DIVISION
Division	DHN
Department	MECHANICAL
Terms of Reference	Assessment of Man Power requirement
Total No. of Recommendations	01
No. of posts recommended for surrender	01
Financial Implication	5.03 lakh
Month of Circulation	JUNE 2019

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SYNOPSIS

1. Indian Railways is one of the biggest transportation organisations among all other transport organisations in the country. In fact the Railway is backbone of the country's transportation system. In the recent times, Railway is facing tremendous competition from road and air. In the time of competition transport system should not only

be agile, prompt and amenable but also financially viable. In order to bring economy in expenditure the optimum utilization of man, machine and material will have to be ensured.

2. Indian Railways prime motto is to provide cheap and best transportation services to their users at a desired level of safety, security and punctuality. Being a large organization it plays a vital role in the Indian economy. These days, Indian economy is facing tough time, so it is the collective responsibility of every government organisation to keep close watch on their expenditure and check the expenditure accordingly.
3. The work study cell was assigned to conduct work study of Asstt.Cook, Oilman & Tindal of Diesel Shed/PTRU of Mechanical Department of Dhanbad Division with a view to assess the staff requirement as per the existing workload.
4. Mechanical Department plays a vital role in Indian Railways and leads in performance of any Zonal Railway.
5. In Railways, the absorption of modernisation has been started and still in progress in every sphere of the system. These technological up gradation have shown considerable improvement in the efficiency and manpower productivity in Railways.

TERMS OF REFERENCE

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

- a) To review staff strength of Asstt.Cook, Oilman &Tindal of Diesel Shed PTRU of Mechanical Department with a view to identify the surplus manpower of Diesel shed PTRU .
- b) To assess the effective utilization of Asstt.Cook, Oilman & Tindal of Diesel Shed PTRU of Mechanical Department

METHODOLOGY ADOPTED

The work study team applied the following work study techniques for conducting the study :-

- (i) Discussion with Sr DME(D)/PTRU.
- (ii) Discussion with AME/PTRU.
- (iii) Data collection and its analysis the factual status & existing work load.
- (iv) Reassessment of manpower requirement by applying need base.

Chapter-I

1.0 INTRODUCTION

- 1.1 Railway is one of the biggest transport organisations whose services are utilized by a large number of floating populations. Railway is

passing through tough times. Keeping in view financial viability of assets and staff some posts like Asstt.Cook, Oilman & Tindal should be downsized.

1.2 Railway is a vast organisation where thousands of Passengers and Goods Trains are plying. Diesel Engines are utilized in the operation of Trains. They take the Train from one Station to another safely. But in the new scenario it is very costly to keep Cook.

1.3 It will save huge amount of salary of staffs.

CHAPTER-II

EXISTING SETUP:

The actual staff strength of Asstt.Cook, Oilman & Tindal of Diesel Shed PTRU of Mechanical Department is 02 against the sanctioned strength 05 with a vacancy of 03.

S.No .	Category	Sanctioned Strength	MOR	Vacancy
1.	Asstt.. Cook	01	01	00
2.	Oilman	02	00	02
3.	Tindal	02	01	01

CHAPTER-III

Critical Analysis:-

For successful and smooth running of an organization financial viability of assets and man power has to be taken into consideration.

Hence, administration should reconsider the utility.

BOS = 05

MOR = 02

REQUIREMENT OF STAFF = 04

EXCESS STAFF = 01

Hence 01 post of Asstt. Cook may be surrendered.

CHAPTER - IV

RECOMMENDATION:-

After careful study of the Asstt.Cook, Oilman &Tindal of Diesel Shed PTRU of Mechanical Department. The work study team recommended to surrender 01 post of Asstt. cook.

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CHAPTER: - V

FINANCIAL SAVINGS:-

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

S.No.	Category	Scale of pay (Rs.)	Grade pay	No. of posts	Total pay per month per staff (Rs.)	Annual financial savings (Rs.)in Lakh.
1.	Asstt. Cook	5200-20200	1800	01	41944	503328
TOTAL						503328 i.e 5.03

Annexure-I

Staff strength of Asstt.Cook,Oilman &Tindale of Diesel Shed PTRU of Mechanical Department as on 17-05-2019.

S.No	Department	Category	Scale	Grade pay	Sanctioned Strength	MO R	Vacancy
1.	Mech/D	Asstt.cook	5200-20200	1800	01	01	00
2.		Oilman	5200-20200	1800	02	00	02
3.		Tindal	5200-20200	1800	02	01	01

Total	05	02	03
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EAST CENTRAL RAILWAY

WORK STUDY REPORT

ON

**To assess the utility of Asstt. Cook, Oilman & Tindal of Diesel
shed PTRU of Mechanical Department**

EFFICIENCY CELL

EAST CENTRAL RAILWAY

HAJIPUR

Study No. ECR/Efficiency/WSR/DHN/19-20/06

EAST CENTRAL RAILWAY

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

No.: - ECR/Efficiency/WSR/DHN/19-20/06

Dated:-01.07.2019

**Sr. DME(D)
East Central Railway,
Patratu**

Sub.:- Work study report on adequacy staff strength of Asstt. Cook,
Oilman & Tindal of Diesel shed PTRU of Mechanical Department
of Dhanbad Division .

In connection to the above it is intimated that work study has been conducted on adequacy of staff strength of Asstt.Cook, Oilman & Tindal of Diesel Shed/PTRU of Mechanical Department of Dhanbad Division. The work study team has recommended to surrender 01 post of Asstt.Cook.

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) PCME/ 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