

**REVIEW
OF
STAFF STRENGTH
OF
MINISTERIAL STAFF
OF
MECHANICAL(C&W) DEPARTMENT
OF
DHANBAD DIVISION
(ECR/Effi/WSR/DHN/19-20/12**

**GUIDANCE BY
Neeraj Agrawal
SDGM**

**A. Khalifa
E.O.**

**STUDY
N.Kumar
E.I.**

**A.Kumar
N.K.Singh
EI**

**WORK-STUDY CELL
East Central Railway
HAJIPUR**

EXECUTIVE SUMMARY

Study No.	ECR/Effi./WSR/DHN/19-20/12
Subject	REVIEW OF STAFF STRENGTH OF MINISTERIAL STAFF OF MECHANICAL (C&W) DHANBAD DIVISION
Area	DHANBAD
Division	DHANBAD
Department	MECHANICAL
Terms of Reference	Assessment of Man Power requirement
Total No. of Recommendations	01
No. of posts recommended for surrender	30
Financial Implication	262.00 LAC
Month of Circulation	AUGUST 2019

INDEX

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

SYNOPSIS

1. Indian Railways is one of the biggest transportation organisation among all other transport organisation 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 Ministerial staff of Mechanical Department of Dhanbad Division, with a view to assess the staff requirement as per the existing workload.

4. Mechanical Department also 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 man power productivity in Railways.

TERMS OF REFERENCE

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

- a. To review staff strength of Ministerial staff of Mechanical (C&W) Department of Dhanbad Division, with a view to identify the surplus manpower in different units.

- b. To assess the effective utilization of Ministerial staff of Mechanical Department of Dhanbad Division.

METHODOLOGY ADOPTED

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

- Discussion with Sr. DME/C&W
- Discussion with CDO/DHN
- Discussion with SSE/C&W/DHN, GMO, PEH, KTH, BRWD, PTRU, BRKA, RAY, CPU, OBRA, SGRL etc.
- Data collection and its analysis the factual status & existing work load.
- Reassessment of manpower requirement by applying need base.

Chapter-I

INTRODUCTION

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

populations. Mechanical Department plays a vital role in maintaining safety & punctuality of trains. Actually Mechanical Department is the backbone of railway system.

1.2 Special emphasis is being given by the Ministry of Railways on safety & punctuality.

1.3 Keeping the above objects in mind and also giving priority to the Railway main motto is safety, security, punctuality, cleanliness and all the work of ministerial staff is computerised in particular this work study has been conducted to review the staff strength of Ministerial staff of Mechanical (C&W) Department of Dhanbad Division.

CHAPTER –II

Existing Setup:-

The actual staff strength of Ministerial staff of Mechanical (C&W) Department of Dhanbad Division is 43 against the sanctioned strength of 86 with vacancy of 43.

There are many offices under Sr. DME (C&W):-

Sl. No.	Section
---------	---------

1.	DRM office DHN
2.	C&W Depot DHN
3.	C&W Depot GMO
4.	C&W Depot PEH
5.	C&W Depot KTH
6.	C&W Depot BRKA
7.	C&W Depot PTRU
8.	C&W Depot BRWD
9.	C&W Depot CPU
10.	C&W Depot OBRA
11.	C&W Depot SGRL
12.	C&W Depot AME/BRKA
13.	C&W Depot AME/BRWD
14.	C&W Depot DME/CPU

Duties of Ministerial staff of Mechanical Department:-

- 1 Supervision over works in Sr. DME office, RTI, Cash Imprest and Quarter.
- 2.All works like planning vehicle, DS-8 etc.
3. Theft report and other official correspondence.
- 4.All works of spare parts cell/Coaches.
- 5.All works of main tool room.
- 6.All works related to store, uniform stationery etc.

- 7.DAR,
- 8.TA & OT.
- 9.Pass, PTO, Union, Inspection.
- 10.Confidential work, Award and Entertainment related works.
- 11.Leave Record.
- 12.Receipt/Dispatch works related to telephone, Union and Budget.
13. Pit infrastructure development work.
14. Settlement work
15. Tender uploading, opening, TC Minutes.
16. Letter of Acceptance
17. Bill passing of mechanized coach cleaning
18. Training of Staff
18. ART, ARME Crane 140 ton.
19. Disaster management work
20. Budget grant
21. MPP, MCDO etc.
22. M&P works programmes
23. Goods and coaching related woks
24. EnHM Related works.
25. Bio toilet correspondence work.

CHAPTER-III

BOS-86

MOR-43

Vacancy-43

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

2.1.0 Ministerial staff of Mechanical (C&W) Department Dhanbad Division is working under the control of Sr.DME/C&W/DHN. To arrive at a factual conclusion on requirement of ministerial staff for Mechanical (C&W) 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 the basis of need base.

2.2.0 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 the workload of Ministerial staff of Mechanical (C&W) department of Dhanbad Division. It is very difficult to assess the efficiency of Ministerial staff of Mechanical (C&W) department of Dhanbad Division as quantum of work, and different sections are placed in different important place. At present infrastructure is not more developed. The working culture of staff is old pattern. Hence, it is impossible to apply the bench mark.

Section wise ministerial Mechanical (C&W) staff position is given below:-

Sl. No.	Section	Post	Level	Sanction Strength	Men on Roll	Vacancy
	DRM office DHN	Ch.OS	L-7	04	04	00
		OS	L-6	07	03	04

		Sr.Clerk	L-5	01	01	00
		Jr.Clerk	L-2	01	00	01
	C&W Depot DHN	Ch.OS	L-7	03	03	00
		OS	L-6	10	06	04
		Sr.Clerk	L-5	03	03	00
		Jr.Clerk	L-2	03	01	02
	C&W Depot GMO	Ch.OS	L-7	01	02	+1
		OS	L-6	04	02	02
		Sr.Clerk	L-5	01	01	00
		Jr.Clerk	L-2	02	00	02
	C&W Depot PEH	Ch.OS	L-7	01	00	00
		OS	L-6	02	00	02
		Sr.Clerk	L-5	01	00	00
		Jr.Clerk	L-2	01	02	01
	C&W Depot KTH	Ch.OS	L-7	00	00	00
		OS	L-6	02	00	02
		Sr.Clerk	L-5	00	00	00
		Jr.Clerk	L-2	01	00	01
	C&W Depot BRKA	Ch.OS	L-7	00	00	00
		OS	L-6	02	01	01
		Sr.Clerk	L-5	00	01	+1
		Jr.Clerk	L-2	01	00	01
	C&W Depot PTRU	Ch.OS	L-7	01	03	+2
		OS	L-6	04	01	03
		Sr.Clerk	L-5	01	00	01
		Jr.Clerk	L-2	01	00	01
	C&W Depot BRWD	Ch.OS	L-7	02	01	01
		OS	L-6	06	01	05
		Sr.Clerk	L-5	02	01	01
		Jr.Clerk	L-2	03	04	+1
	C&W Depot CPU	Ch.OS	L-7	00	00	00
		OS	L-6	02	00	02
		Sr.Clerk	L-5	01	00	01
		Jr.Clerk	L-2	00	00	00
	C&W Depot OBRA	Ch.OS	L-7	00	00	00
		OS	L-6	03	01	02
		Sr.Clerk	L-5	01	01	00

		Jr.Clerk	L-2	00	00	00
	C&W Depot SGRL	Ch.OS	L-7	00	00	00
		OS	L-6	00	00	00
		Sr.Clerk	L-5	01	00	01
		Jr.Clerk	L-2	01	00	01
	C&W Depot AME/BRKA	Ch.OS	L-7	02	00	02
		OS	L-6	01	00	01
		Sr.Clerk	L-5	01	00	01
		Jr.Clerk	L-2	00	00	00
	C&W Depot AME/BRWD	Ch.OS	L-7	00	00	00
		OS	L-6	01	00	01
		Sr.Clerk	L-5	00	00	00
		Jr.Clerk	L-2	00	00	00
	C&W Depot DME/CPU	Ch.OS	L-7	00	00	00
		OS	L-6	01	00	01
		Sr.Clerk	L-5	00	00	00
		Jr.Clerk	L-2	00	00	00
				86	43	43

On the above position work study team observed that, the 56 ministerial staff are required for present work load. Hence, work study team observed and discussion with concerning authority, that 15 posts of OS, 07 posts of Sr.Clerk and 08 posts of Jr 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 the 15 posts of OS, 07 posts of Sr.Clerk and 08 posts of Jr Clerk may be

recommended for surrender. The 15 posts of OS, 07 posts of Sr.Clerk and 08 posts of Jr Clerk is excess than requirement.

Total Sanction Strength = 86

Total Men on Roll = 43

Total Staff required = 56

Excess Staff = 86-56 = 30 Staff

After going through the requirement of staff ,the work study team observed that the 15 posts of OS, 07 posts of Sr.Clerk and 08 posts of Jr Clerk are recommended for surrender and financial saving will be Rs 262.00 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:

S.N o.	Category	Level	Mean pay per month	DA @ 17 %	Total pay per month per staff (Rs.)	No. of post	Annual financial savings (Rs.)
1	OS	L-6	73900	12563	86463	15	15563340
	Sr.Clerk	L-5	60750	10328	71078	07	5970552
2	Jr.Clerk	L-2	41550	7064	48614	08	4666944
Total Total						30	26200836 i.e 262.00 Lakh only

CHAPTER VI

Summary:-

After critically examining the work load of Ministerial staff and Peon of Plant Depot, Mughalsarai the work study team proposes as below:-

S.No	Designation	BOS	Man	Requirement	Proposed	Remark
------	-------------	-----	-----	-------------	----------	--------

.			on Roll	as per WS	surrender	
1.	OS	45	15	30	15	30 ministerial posts may be recommended for surrender
2.	Sr.Clerk	13	08	06	07	
3.	Jr Clerk	14	07	06	08	
Total		72	30	42	30	

Total posts proposed for surrender = 30

Annexure -I

Sanction Strength of Ministerial staff of Mechanical Department of Dhanbad Division as on 02.07.2019.

Sl NO.	Category	Scale	Grade pay	Sanctioned Strength	Men on Roll	vacancy

1.	COS	9300-34800	4600	14	13	1
2.	OS	9300-34800	4200	45	15	30
3.	Sr. Clerk	5200-20200	2800	13	8	5
4.	Jr. Clerk	5200-20200	1900	14	7	7

EAST CENTRAL RAILWAY

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

No.: - ECR/Efficiency/WSR/DHN/19-20/12

Dated: 02.09.2019

**Sr. DME (C&W)
East Central Railway,
Dhanbad**

Sub.:- Work study report on adequacy of staff strength of ministerial staff of Mechanical (C&W) 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 ministerial staff of Mechanical (C&W) Department at Dhanbad Division. The work study team has recommended for surrender of 15 posts of OS, 07 posts of Sr.Clerk and 08 posts of Jr 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) 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



EAST CENTRAL RAILWAY

WORK STUDY REPORT
ON

To assess the utility of Ministerial staff of Mechanical
(C&W) Department of Dhanbad Division.

EFFICIENCY CELL
EAST CENTRAL RAILWAY
HAJIPUR

Study No. ECR/Eff./WSR/DHN/19-20/12