

Office of the
General Manager (Vig)
Hajipur

No.: - ECR/Eff./WSR/DNR/18-19/05

Dated: 03.06.2019

CMS

East Central Railway,
Danapur

Sub.: - Work study report on adequacy of staff strength of Chowkidar of Medical Department of Danapur Division .

In connection to the above, it is to inform that a work study has been conducted by work study team on adequacy of staff strength of Chowkidar of Medical department of Danapur Division.

The work study team recommended for surrender of 03 vacant posts **of Chowkidar of** Medical Department of Danapur Division .

The report is being sent to your end for scrutiny, after scrutiny please send your reply within 10 days so that, the report may be finalized and intimated to Railway Board.

DA: Work study report in 09 pages.

(Adil khalifa)
Efficiency Officer
for SDGM

Copy to: (i) PCPO/ HJP for kind information please.
(ii) CMD/HJP for kind information please.
(iii) ADRM/DNR for kind information please.
(iv) Sr. DPO/ DNR for kind information please

for SDGM

REVIEW

OF
STAFF STRENGTH
OF
CHOWKIDAR
OF
MEDICAL DEPARTMENT OF DNR. Div,
WORKING
AT
DANAPUR
(ECR/Effi/WSR/DNR/19-20/05)

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WORK-STUDY CELL
East Central Railway
HAJIPUR

EXECUTIVE SUMMARY

Study No.	ECR/Effi./WSR/DNR/19-20/05
Subject	Review of staff strength of Chowkidar of Medical Department of Danapur Division.
Area	Danapur Division
Division	DNR
Department	MEDICAL
Terms of Reference	Assessment of Man Power requirement
Total No. of Recommendations	01
No. of posts recommended for surrender	03
Financial Implication	1.25 LAKH
Month of Circulation	May , 2019

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TERMS OF REFERENCE

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

- a) To review of staff vis-a-vis workload of Chowkidar of Medical Department Danapur Division with a view to identify the surplus manpower in unit.

- b) To assess the effective utilization of Chowkidar in Medical Department Danapur Division .
- c) To suggest ways and means to improve working of Chowkidar of Medical Department Danapur Division.

METHODOLOGY ADOPTED

The following methodology adopted to conduct the study:-

- i) Data collection and its critical analysis to arrive on factual status of present working.
- ii) Discussions hold at various levels with a view to produce fruitful result.
 - Discussion with CMS/DNR
 - Discussion with ACMS/DNR
 - Discussion with concerning ANO/DNR
 - Assessment of work load.
 - Arriving of staff requirement.
- iii) Reassessment of manpower requirement by applying on need base.

SYNOPSIS

1. In Railways, the process of absorption of modernization has been started and still it is 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, the Work Study Cell was assigned to conduct work study of Chowkidar of Medical Department Danapur Division with a view to assess the staff requirement as per the existing workload .
3. Chowkidar of Medical Department of Danapur Division also plays a vital role in Indian Railways and leads in performance of any Zonal Railway. Chowkidar of medical Department of Danapur Division is under control by CMS/DNR and assisted by Sr. DMO, DMO, ACMS and other staff of Medical Department. It deals with chowkidary work of Medical Department of Danapur Division.

Chapter –I

Introduction :-

1. In Indian Railways, Medical department plays a vital role for the medical treatment to Railway staff over the division and the injured passenger on the accident site.

2. Danapur is the major junction station in DNR division .It is the divisional head quarter of Danapur division. Prsently chowkidar is utilized in Railway Hospital Danapu . Railway Hospital Danapu is situated at a distance of 1 km (approx) from Danapur station . The mostly medical staff of Danapur Division are utilized in Railway Hospital Danapur .
3. Chowkidar of medical The Divisional Railway hospital Danapur is under the control of CMS /DNR . He is assists by Sr. DMO, DMO, and ADMO and other staff.
4. Jurisdiction of divisional Rly. Hospital Danapur
5. Requirement of Chowkidar in medical department of Danapur Division on need base .
6. Methodologies -
 - (i) Discussion with CMS/Div. Rly. Hospital DNR.
 - (ii) Discussion with ACMS/Div. Rly. Hospital DNR
 - (iii) Discussion with ANO & Chief Matron /Div. Rly. Hospital DNR.
 - (iv) Discussion with concerning staff.

Chapter-II

Present scenario :-

BOS- 06

MOR- 03

vacancy- 03

The actual staff strength of Chowkidar of Medical Department of Danapur Division is 03 as against the sanctioned strength of 06 (Annexure -I) as per data given by CMS /DNR. working points of Chowkidar – Railway hospital Danapur.

Chowkidar is essential staff for care of railway hospital .

Chapter-III

3.0 Critical Analysis:-

BOS-06

MOR- 03

vacancy- 03

3.1.0 Rly. Hospital danapur is working under the control of CMS/DNR. To arrive at a factual conclusion on requirement of Chowkidar of medical department of Danapur Division, the 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 need base.

Duty of Chowkidar in two shift in Railway Hospital Danapur.01 Chowkidar is utilized in each shift.

Total requirement =01x02=02

RG+LR=01

Grand total requirement=06-03=03

Sanctioned strength=06

Man on roll=03

Excess=06-03=03

Hence work study team observed that 03 vacant posts of Chowkidar may be recommended for surrendered .

CHAPTER:- IV

Recommendation:-

2.6.0 RECOMMENDATION:-

S.S = 06 MOR = 03 Vac.= 03

After going through the requirement of staff the work study team recommends to surrender of 03 vacant posts of Chowkidar may be recommended for surrendered.

Total Sanction Strength =06

Total Men on Roll =03

Total Vacant post =03

Total Staff required =03

Excess Staff =06 - 03= 03 Staff

Excess Staff i,e 03 vacant posts of Chowkidar may be recommended for surrendered and financial saving will be Rs1.25 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:

S.N o.	Category	Scale of pay (Rs.)	Grade pay	No. of post	Mean pay /month	DA@ 12%	Annual financial savings (Rs.)
1	Chowkidar Safaiwala	5200-20200	1800	03	37450	4494	125832
	Total			03			125832 1.25 lac.

CHAPTER: - VI

Summary:-

After critically examining the work load of Chowkidar of medical department of Danapur Division, the work study team proposes as below:-

S.N o.	Category	Scale of pay (Rs.)	Grade pay	BOS	Man on Roll	Requiremen t as per WS	Proposed surre	
1	Chowkidar	5200-20200	1800	06	03	03	03	
11	Total				03	03	03	

Total vacant post proposed for surrender = 03

Annexure-I

Sanction strength Man on Roll and vacancy of Chowkidar of medical
Department of Danapur Division.

S.No.	Category	Scale of pay (Rs.)	Grade pay	BOS	Man on Roll	Vacancy
1	Chowkidar	5200-20200	1800	06	03	03
	Total			06	03	03

