

**REVIEW  
OF  
STAFF STRENGTH  
OF  
SAFAIWALA  
OF  
PERSONNEL DEPARTMENT  
WORKING  
AT  
DANAPUR DIVISION  
(ECR/Effi/WSR/DNR/19-20/31)**

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## **EXECUTIVE SUMMARY**

<b>Study No.</b>	<b>(ECR/Effi/WSR/DNR/19-20/31)</b>
<b>Subject</b>	<b>REVIEW OF STAFF STRENGTH OF SAFAIWALA OF PERSONNEL DEPARTMENT OF DANAPUR DIVISION .</b>
<b>Area</b>	<b>DRM OFFICE DANAPUR</b>
<b>Division</b>	<b>DNR</b>
<b>Department</b>	<b>PERSONNEL.</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>01</b>
<b>Financial Implication</b>	5.25 lakh
<b>Month of Circulation</b>	<b>JANUARY, 2020</b>

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## **TERMS OF REFERENCE**

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

- a) To Personnel staff vis-à-vis workload of Safaiwala of Personnel Department of Danapur Division with a view to identify the surplus manpower in different section.
- b) To assess the effective utilization of Safaiwala working in Personnel Department of Danapur Division.
- c) To suggest ways and means to improve working of Safaiwala of Personnel Department of Danapur Division.

## **METHODOLOGY ADOPTED**

The following techniques have been applied to conduct the study:-

- i) Data collection and its critical analysis to arrive on factual status of present working.
- ii) Hold discussions at various levels with a view to produce fruitful results.
- iii) Reassessment of manpower requirement by applying Indian Railway Benchmark and Indian Railway Average Benchmarking.

## **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 Safaiwala Personnel Branch at DRM office DNR with a view to assess the staff requirement as per existing workload.
3. Safaiwala of Personnel Department of Danapur Division also plays a role in Indian Railways and leads in performance of any zonal Railway. A sanctioned strength 01 staff is provided in Personnel Branch of DRM office Danapur to cleaning work.

# **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.

## CHAPTER- II

### **Present scenario:**

BOS=1                      MOR=2    Vacancy=+1

1.1 The Personnel Branch of Danapur Division is divided into the following sections with the job entrusted to:-

Sl.No.	Section
01	ET-I
02	ET-II
03	E/E&Med.
04	Pay Bill/RG
05	Pay Bill/Trasnportation
06	E.L.Section
07	Pay Bill C&W
08	Pay Bill E&M
09	ERS
10	S&T Cadre
11	Law Cell
12	Confidential
13	Settlement
14	Pass Section
15	Welfare Section
16	MPP Section
17	Recruitment
18	Despatch
19	Gazetted
20	E.O Section
21	Quarter Section

## **CHAPTER -III**

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

2.1.0 Safaiwala Personnel department Danapur is working under the control of Sr.DPO Danapur. To arrive at a factual conclusion on requirement of safaiwala for Personnel Department at DRM office Danapur. The work study team collected the workload of all Sections. For calculation of manpower required, the team applied on spot observations and discussions at various levels and applied on the basis of need base.

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## **CHAPTER- IV**

### **RECOMMENDATION**

As there is no yardstick for calculation of Safaiwork. The work study team has made its assessment of staff on the need base. Due to outsourcing the work of Safai in Personnel department of Danapur DRM Office 01 post of Safaiwala may be recommended for surrender.

## CHAPTER V

### FINANCIAL SAVINGS:

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

S. No.	Designation	Scale	Grade pay Level-1	No of post	Saving per Annum per staff	Annual financial savings (Rs.)in lakh
01	Safaiwala	5200-20200	1800	01	525804	525804
Total				01		525804 ie5.25

## CHAPTER VI

## Summary :-

After critically examining the work load of Safaiwala working in Personnel department of Danapur Division, work study team proposes as below:-

Sl. No.	Designation	BOS	Requirement	Proposed surrender
01	Safaiwala	01	00	01
Total		01	00	01

## **Annexure –I**

Staff position of Personnel Department of Danapur Division, as data given by APO/DNR on dt. 16.01.2020.

<b>Sl NO.</b>	<b>Deptt.</b>	<b>Category</b>	<b>Scale</b>	<b>Grade pay</b>	<b>Sanction ed Strength</b>	<b>Men on Roll</b>	<b>Vac.</b>
<b>1</b>	<b>Persnl.</b>	<b>Safaiwala</b>	<b>5200-20200</b>	<b>1800</b>	<b>01</b>	<b>02</b>	<b>+01</b>
<b>Total</b>					<b>01</b>	<b>02</b>	<b>+01</b>

**EAST CENTRAL RAILWAY**

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

**Dated:-14.02.2020**

**No.: - ECR/Eff./WSR/DNR/19-20/31**

**Sr. DPO  
East Central Railway,  
Danapur**

**Sub.:-** Work study report on adequacy of staff strength of Safaiwala of Personnel Department of Danapur Division.

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

The work study team recommended for surrender of 01 post of Safaiwala.

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.

(A.Khalifa)  
Efficiency Officer  
For SDGM

Copy to: (i) PCPO/ HJP for kind information please.  
(ii) ADRM/DNR for kind information please.

For SDGM



**EAST CENTRAL RAILWAY  
WORK STUDY REPORT  
ON**

**To assess the utility of staff strength of Safaiwala of  
Personnel Department of Danapur Division.**

**EFFICIENCY CELL**

**EAST CENTRAL RAILWAY**

**HAJIPUR**

**STUDY NO. ECR/EFF./WSR/DNR/19-20/31**

