

SOUTH WESTERN RAILWAY



Work Study Report

ON

**“Review of Staff Strength of Ministerial and Non Ministerial
staff of General Stores Depot, Hubli”**

Guided By:

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Study No.WS/SWR/2020 - 21.**

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The Work-Study team is also thankful to all the supervisory staff for their co-operation in carrying out the Work-Study effectively.

SYNOPSIS

Work-Study was conducted on “Review of staff strength of GSD/UBL” (Stores Department). The data collected were evaluated as per Railway Boards guide lines and general principles of work-study.

Present Sanction staff strength of **345** i.e. **108** Ministerial staff, **41** non ministerial staff, **25** Artizan and **171** Helpers in GSD/UBL against which **260** incumbents are available of which **85** are vacant posts, as per Vacancy position of May – 2020.

After critical examination as per the Railway board guidelines as under the work study team opines that the non-core activities to be out sourced and the **85** vacant posts to be surrendered.

1. Railway Board letter dated; 02.15.07.2020 of Para 6 stating that more non-core activities, which are not directly related with train operations and safety can be outsourced.

2. Railway Board letter dated; 02. 07.2020 of Para 1.(c) stating that 50% of posts of existing vacancies to be surrendered in Non safety.

Optimization of manpower results in improvement of work culture, and increase productivity.

As per the policy of man power planning additional post can be created for additional work load by matching surrender of posts. The money value after the surrender of surplus posts as identified by the work study team can also be utilized for creation of safety posts.

TERMS OF REFERENCE

As per the instructions of AGM /SWR a study for “Review of staff strength of GSD/UBL” has been carried out.

METHODOLOGY

- Collection of data.
- Discussions with field officials and staff.
- Critical Analysis.

SUMMARY OF RECOMMENDATIONS

The work-study team collected the details from the CDMS/UBL. During the study, the work study team has physically observed the working system. After analysing the work load, it is concluded that the sanctioned staff strength of **345** posts in GSD/UBL is excess to the requirement in comparison with the present work load due to the introduction of **MMIS**, mechanized system such as Forklift, Road crane etc.

However the work study team opines that the non-core activities to be outsourced and 171 helper posts to be surrendered.

Vacancy statement of May - 2020 in stores depot GSD/UBL:

Sl. No.	Category	Sanction	Actual	vacancy
1	Ministerial staff	108	73	35
2	Non Ministerial staff	41	22	19
3	Artizan	25	18	07
4	Helpers	171	147	24
	Total	345	260	85

Work study team recommends for surrender of 50% of the **85** vacant posts as per the Railway Board guidelines letter dated: 02. 07.2020 of Para 1.(c) stating that 50% of posts of existing vacancies to be surrendered in Non safety.

The activities of Multi-purpose Khalasis in **Wards** can be managed duly outsourced this activities as per Railway board guidelines vide letter dated: 02.15.07.2020 of **Para 6** stating that more non-core activities, which are not directly related with train operations and safety can be outsourced.

The activities of Multi-purpose Khalasis in **Sale Section** can be managed duly outsourced this activities as per Railway board guidelines vide letter dated: 02.15.07.2020 of **Para 6** stating that more non-core activities, which are not directly related with train operations and safety can be outsourced.

The activities of Multi-purpose Khalasis in **R.P.T. Section** can be managed duly outsourced this activities as per Railway board guidelines vide letter dated: 02.15.07.2020 of **Para 6** stating that more non-core activities, which are not directly related with train operations and safety can be outsourced

From the records, it is noticed that GSD/UBL has procured 1 forklift and 1 Road crane in addition, duly justifying for safety of staff, saving of time, labour etc.

However, no reduction of staff strength of Khalasis (Multi-purpose) in GSD/UBL, is made after the procurement of additional Forklift and one Road crane.

It is noticed that the attendance of Stores khalasis are maintained based on the token system. The work study team strongly suggest for introducing the system of signing muster by the Khalasis on duty instead of token system which is very old system, as most of the khalasis are literate and can sign the muster for proper recording of the attendance.

The work study team also suggests for outsourcing the non-core activities like loading, unloading, lifting, stacking of materials and cleaning activities in the stores depot of GSD/UBL. By outsourcing the above activities Railway can bring down the staff cost, as cost of labour is much cheaper in comparison with the departmental staff.

Work study team concludes surrender of **85** posts of GSD/UBL vide Railway board letter as under:-

1. Railway Board letter dated; 02.15.07.2020 of Para 6 stating that more non-core activities, which are not directly related with train operations and safety can be outsourced.
2. Railway Board letter dated; 02. 07.2020 of Para 1.(c) stating that 50% of posts of existing vacancies to be surrendered in Non safety.

Sl. No.	Category	Sanction	Actual	vacancy
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2	Non Ministerial staff	41	22	19
3	Artizan	25	18	07
4	Helpers	171	147	24
	Total	345	260	85

The money value after the surrender of posts as identified by the work study team can be utilized for creation of safety posts.

CHAPTER – I

INTRODUCTION:-

Capital and labour are the basic factors of production for any organization. The role of these two factors is complimentary and not supplementary. While the capital provides for basic infrastructure, labour makes use of the same and contributes for production. The requisite production cannot be achieved in the absence of any of these two factors.

Human resources are the most indispensable asset of any organization. Effective utilization of this asset is the prime responsibility of the Management, especially for an organization like Indian Railways, The Mechanical Department is one of the important department in Indian Railways and second largest department in terms of manpower employed.

The work force cost constitutes around 40% (excluding pension) of gross ordinary working expenses of Indian Railways. Human resource development and manpower planning are thus crucial for Indian Railways financial viability. Continuous updating and designing of job descriptions, reduction of number of categories for job enrichment through multi skilling, qualifications and responsibilities are need of the day.

Review of work methods and sequences regularly, so as to create groups for execution of job whenever new technologies are introduced. The controlling of the manpower and its best utility is the need of the hour in the organization. It is realized that output of every individual railway employee has to be substantially optimized to enable the railway system to work with requisite economy and achieve more productivity.

Keeping the reforms in view, there should be sweeping changes in the content and composition of manpower.

In view of the fore said objectives, AGM/SWR has advised the Work-Study cell to take up study on “Review of Staff Strength of **Khalasis (Multi-purpose) in GSD/UBL**.”

CHAPTER – II

EXISTING SCENARIO:

BOS of 1/4/2020 and Scale Check statement of MAY-2020 Khalasis (Multi-purpose)
(Enclosed as Annexure –II):-

Sl. No.	Category	Sanction	Actual	vacancy
1	Ministerial staff	108	73	35
2	Non Ministerial staff	41	22	19
3	Artizan	25	18	07
4	Helpers	171	147	24
	Total	345	260	85

Nature of duties of staff of Khalasis (Multi-purpose) in GSD/UBL as submitted by is below:

- i) Sweep the roads, wards etc. of GSD/UBL.
- ii) Accountability of materials.
- iii) Distribution of materials to the concerned sections.
- iv) Correspondence work.
- v) Sending Enquiries of Local Purchase through E-Mail.
- vi) Uploading E-Tenders to release Purchase Orders.
- vii) Record sorting.
- viii) Works related to local purchase.
- ix) Creation of E-Auction & Manual Auction lots.
- x) Attending of Manual Auction and sending of auction details to purchasers.
- xi) Taking printout of EMD, Bid Sheets related to auction reports.
- xii) Filling of E-Auction & Manual Auction reports.
- xiii) Typing of Personnel Branch related letters.
- xiv) Attending progress work of chasing firms over phone.
- xv) Sending E-Sugam to firms, chasing of suppliers.
- xvi) Preparing meeting list of Dy.CMM level and Head Quarter level of safety etc.
- xvii) Opening of purchase order case files and details entering in the PO register.
- xviii) Starting MMIS Server, taking backup and switch of the server.
- xix) Hardware maintenance of all computers.
- xx) Trouble shooting work of Issue ward and Sales Section.
- xxi) Looking after networking issues.
- xxii) Preparation of PCDO and MCDO.

CHAPTER – III

SUGESSTIONS:

1. To enhance potential of the employees, it is suggested to arrange required training for the staff to discharge their duties/responsibilities in an efficient manner.
2. Increasing the use of modern technology and equipment which will reduce the work load, Time and manpower.
3. The work study opines that the cost for contractor labour is much cheaper as compared with Railway Employee. Hence recommended for outsourcing.
4. Efforts should be made to outsource the activities wherever it is feasible.
5. Optimization of manpower results in improvement of work culture, and increase productivity.

CHAPTER – IV

FINANCIAL IMPLICATIONS:

Acceptance of Work study recommendations S.W.Rly can save annually **Rs. 4, 71, 10,518/-** as below:

Sl. No.	Category	Sanction	Actual	vacancy	Posts recommended for surrender	Emoluments per month in Rs	Annual Emoluments in Rs
1	Ministerial staff	108	73	35	35	1701473.00	20417670.00
2	Non Ministerial staff	41	22	19	19	832514.00	9990162.00
3	Artizan	25	18	07	07	340295.00	4083534.00
4	Helpers	171	147	24	24	1051596.00	12619152.00
	Total	345	260	85	85	---	47110518.00

Immediately surrender of 50% vacant posts as per Railway Board Letter Railway Board letter dated; 02. 07.2020 of Para 1.(c) stating that 50% of posts of existing vacancies to be surrendered in Non safety.

The money value thus obtained from these surrenders may be utilized for the creation of posts.

ANNEXURES

Sl No.	Description	ANNEXURE
1.	Vacancy statement of GSD/UBL as on 01.05.2020	I
2.	Railway Board letter dated; 02.15.07.2020 outsourcing activities	II
3.	Railway Board letter dated; 02. 07.2020 surrender of 50% vacant posts.	III