

WEST CENTRAL RAILWAY



WORK STUDY REPORT ON

“Review of Canteen Staffs of WRS Kota”

STUDY PERSONNELS

Ajai Kumar

Asstt. Work Study Officer

Pushpendra Jharia

Senior Section Engineer(Tele)

WORK STUDY ORGANISATION - JABALPUR

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CHAPTER-I

1. INTRODUCTION

- 1.1** Work Study on “A study of Canteen staff of WRS/KOTA has been taken as a ‘Crash Study’ for the year 2020-21.
- 1.2** The foundation stone of Wagon Repair Workshop, Kota was laid in November, 1957 and the workshop was commissioned in October, 1960. The Workshop is equipped to undertake POH and ROH of all types of BG wagons on Indian Railway is the zonal headquarter of WCR. Staff canteen at WRS/Kota for railway employees of WRS/Kota.
- 1.3** Railway Canteen is established for members of staff to eat at. A canteen is a type of food service location within workshop premises in which there is little or no waiting staff table service. It is one of a significant body of railway.

This is a place where everything must be perfect condition from food, serving plates to serving and washing. The mismanagement in any of the above aspect might cause a severe effect on the health of entire staffs of WRS/Kota.

- 1.4** Railway Canteen is governed by Personnel branch and it plays a vital role in railway organisation. It is therefore known as the backbone of the Organization, for hire and train employees, implements railway's policies and procedures, handle specific performance issues, determine employee salaries.

CHAPTER-II

2. CANTEEN STAFF

- 2.1 The Sanctioned Strength & on roll position of Canteen staffs of WRS/Kota are as follows:

Sr No	Category	Pay scale	GP	SS	MOR	Vacancy
1	Canteen Manager	5200-20200	2400	01	0	01
2	Asstt. Canteen Manger	5200-20200	1900	01	01	00
3	Sr.Cook/Halwai Gr.I	5200-20200	2400	01	01	00
4	Cook/Halwai Gr.II	5200-20200	2000	01	01	00
5	Asstt. Canteen (Vender)	5200-20200	1800	13	13	00
	TOTAL			17	16	01

It may be seen from the above, 17 posts are sanctioned, 16 men are on roll and 01 post is vacant in Canteen of WRS/Kota.

- 2.2 Duties of some categories are broadly described as under:

1. Canteen Manager: He manages staff canteen and Food Preparation and Serving Workers. Directly supervise and coordinate activities of workers engaged in preparing and serving food.

2. Assistant Canteen Manager: He assists canteen Manager. He looks after outdoor management.

3. Sr.Cook: He prepares food (meal).

4. Halwai: He prepares breakfast items other than meal.

5. Cook: He assists Halwai and Sr. Cook

6. Assistant Canteen: He sells out canteen product.

2.3 Canteen WRS/KOTA:

A staff canteen is established for railway staff of WRS/KOTA. Canteen runs successfully which runs for about 1000 staff daily.

2.3.1 Deployment of staff :-

Sr No	Designation	Deployment	No. of staff
1	Canteen Manager	Vacant	00
2	Assistant Manager	One in each day	01
3	Sr. Cook	One in each day	01
4	Cook	One in each day	01
5	Assistant Canteen (Vender)	Thirteen in each day	13
	Total		16

2.3.2 Workload:

200 Lunch plate, 500 pcs. Alubanda, 400 pcs. Samose, 750 cups of tea, 500 pcs. Of Balusahi, 5 Kgs of Bhajia, 4 kgs of poha, 800 pcs of Gulab Jamun, 250 pcs. Of Idali, 6 kgs of Namkin etc prepare per day in canteen.

Average Sales per day and Night = Rs.14000/- only.

2.4 Advantages of Out sourcing:

- a) Monetary Saving compared to present system.
- b) Availability of physically fit person for the job.
- c) No absenteeism, absconding from duty, incapability of doing the job due to old age etc.
- d) Administrative convenience.
- e) Less / no union activities therefore better work culture.
- f) Enforce conditions as per the requirement and benefits to Railways.

2.5 At NKJ under the Area officer, canteen is fully outsourced and running well.

2.6 Critical Analysis:

Railway canteens have established near major railway offices & workshops like DRM offices, WRS/Kota to provide good quality of food for railway employees at the lowest cost. For this noble cause Railway Organization is spending a huge amount on the construction of a canteen building with its regular maintenance, salary and other benefits to the staff and miscellaneous expenditure directly or indirectly.

Due to acute shortage of canteen staff, it is difficult to manage canteen by railway staff in present or future scenario.

Staff canteen of WRS/Kota is being run on no profit no loss principle successfully and SBF, also giving funding for furniture and dead stock for canteen. Per day income from Canteen is only Rs.14000/-only that is not sufficient for managing canteen. The cost of staff is more than that of returns of canteen.

- 2.7 Recommendation:-** With a view to achieve economy, 17 posts of Canteen Manager, Asstt. Canteen Manager, Sr.Cook/Halwai Gr.I, Cook/Halwai Gr.II & Asstt. Canteen (Vender) of Railway Canteen WRS/Kota should be surrendered immediately.

CHAPTER -III

3. FINANCIAL IMPLICATION

3.1 On surrender of 17 posts (pay scale Rs. 5200-20200/-) of canteen staffs of WRS/Kota financial implication will be as under-

SN	Category	GP	SS	Mean of Grade Pay	DA@ 17%	Salary Per Month	Salary Per annum	Total per annum
1	Canteen Manager	2400	01	29400	4998	34398	412776	x1= 412776
2	Asstt. Canteen Manger	1900	01	22950	3902	26852	322224	x1= 322224
3	Sr.Cook/ Halwai Gr.I	2400	01	29400	4998	34398	412776	x1= 412776
4	Cook/Halwai Gr.II	2000	01	25050	4259	29309	351708	x1= 351708
5	Asstt. Canteen (Vender)	1800	13	20750	3528	24278	291336	x13= 3787368
	Grand Total		17					52,86,852

Say, Saving Rs. 52.86 Lakh Per annum .
