

EAST CENTRAL RAILWAY



WORK STUDY REPORT ON

To assess the utility of staff strength of General Assistant/
Station Peon of Optg. Department of Dhanbad Division

EFFICIENCY CELL

EAST CENTRAL RAILWAY

HAJIPUR

STUDY NO. ECR/EFF./WSR/DHN/20-21/24

**REVIEW
OF
STAFF STRENGTH
OF
GENERAL ASSISTANT /STATION PEON
WORKING
AT
OPERATING DEPARTMENT DHANBAD DIVISION**

(ECR/Efficiency/WSR/DHN/20-21/24)

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WORK-STUDY CELL

East Central Railway

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EXECUTIVE SUMMARY

Study No.	ECR/Eff./WSR/DHN/20-21/24
Subject	Review of staff strength of General Assistant/Station Peon of Optg. Dept. of Dhanbad Division.
Area	General Assistant/Station Peon of Operating Department of Dhanbad Division.
Division	DHN
Department	Optg
Terms of Reference	Assessment of Man Power requirement
Total No. of Recommendations	1
Post recommended for surrender.	38
Financial Implication	199.80 Lac per annum
Month of Circulation	March, 2021

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TERMS OF REFERENCE

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

- a) To review staff strength of General Assistant/Station Peon vis-à-vis workload of Operating Department of Dhanbad Division with a view to identify the surplus manpower in different station.
- b) To assess the effective utilization of General Assistant/Station Peon working in Operating Department of Dhanbad Division.

METHODOLOGY ADOPTED

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

- Discussion with Sr. DOM/DHN.
- Discussion with TI/Planning.
- Data collection and its analysis the factual status & existing work load.
- Discussion with concerning authority.
- Reassessment of manpower requirement by applying need base.

SYNOPSIS

1. Indian Railways is one of the biggest transportation organizations among all the transport organizations in the country. In fact the Railway is backbone of the country's transportation system. In the recent time, 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 organization to keep close watch on their expenditure and check the expenditure accordingly.
3. In Railways much emphasis is being given to cleanliness of Station premises and Trains.

CHAPTER – I

1.0 INTRODUCTION

- 1.1 Railway is one of the biggest transport organizations whose services are utilized by a large number of floating populations. It becomes more important to maintain hygiene to avoid spread of communicable diseases. Therefore, it is advised to have a setup which can ensure cleanliness and hygiene in the Railway premises and running Trains.
- 1.2 Special emphasis is being given by the Ministry of Railways on cleanliness. Apart from running of trains maintaining cleanliness in the station premises and Railway colonies is one of the prime objectives of the Railway.
- 1.3 Keeping the above objects in mind and also giving priority to the Railway main motto of safety, security, punctuality and cleanliness in particular this work study has been conducted to review the staff strength of General Assistant/Station Peon of Optg. Dept. of Dhanbad Division.

CHAPTER – II

EXISTING SETUP

Cadre Position:-

Station wise sanctioned strength, on roll and vacancy position of General Assistant/Station Peon under Sr. DOM DHN/Division as on 16.12.2020 is placed under table below:-

S.No	STATION	SANCTIONED STRENGTH	ON ROLL	VACANCY
1	KQR	1	1	0
2	HZD	1	0	1
3	GMO	1	1	0
4	DHN	1	1	0
5	KTH	1	1	0
6	CRP	1	0	1
7	BRKA	1	1	0
8	PTRU	1	0	1
9	DTO	1	1	0
10	GHD	1	0	1
11	RNQ	1	1	0
12	SGRL	1	1	0
13	TI(M)/DHN	1	1	0
14	TI (M)/PTRU	1	1	0
15	Divl.HQ/DHN	1	1	0
16	CHC/DHN	1	1	0

CHAPTER – III

Critical Analysis:-

For successful and smooth running of an organization financial viability of assets and man power has to be taken into consideration. Hence, administration should reconsider the utility in the new perspective.

Peon work of Junction/Stations has already been decreased. Due to the introduction of E-office and CUG facility all the dak and dispatch work is done on electronically through e-office as well as work message to staff is being given and call for duty through CUG mobiles. Hence, the 38 posts of General Assistant/Station Peon may be recommended for surrender.

In view of above, work study team is of strong view to surrender the 38 posts of General Assistant/Station Peon.

CHAPTER:- IV

RECOMMENDATION:-

S.S = 156 MOR = 157 Vac.= +01

After going through the requirement of staff the work study team recommends to surrender of 38 posts of General assistant/Station peon of Operating department of Dhanbad Division.

Total Sanction Strength =156

Total Men on Roll =157

Total Vacant post =+01

Total Staff required =118

Excess Staff =156 – 38 = 118 Staff

Excess Staff i.e 38 posts of General assistant/Station peon of Operating department of Dhanbad Division may be surrendered and financial saving will be Rs.199.80 lakh 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.No	Category	Scale	Level	No. of posts	Mean pay per month	Total pay per month per staff (Rs.)	Annual financial savings (Rs. In lakh)
1	General Assistant/Station Peon	18000 - 56900	I	38	37450	43817	19980552 i.e 199.80

CHAPTER VI

Summary:-

After critically examining the work load of General Assistant/Station Peon of Optg. Dept. of Dhanbad Division the work study team proposes as below:-

S.No.	Designation	BOS	MOR	Requirement as per WS	Proposed surrender	Remark
1.	General Assistant/Station Peon	156	157	118	38	38 posts of General Assistant/Station Peon recommended for surrender
Total		156	157	118	38	

Total posts proposed for surrender = 38

Annexure -I

Sanction Strength of General Assistant/Station Peon of Optg.
Dept. of Dhanbad Division Division as on 16.12.2020.

SL. NO.	Category	Scale	Grade pay	Sanctioned Strength	Men on Roll	Vacancy
1	General Assistant/Station Peon	5200- 20200	1800	156	157	+01