



**EAST CENTRAL RAILWAY  
WORK STUDY REPORT  
ON**

**To assess the utility of Catering Inspector, Catering Manager,  
Courier, Record lifter and Daftariof commercial department  
of Samastipur Division**

**EFFICIENCY CELL  
EAST CENTRAL RAILWAY  
HAJIPUR**

**STUDY NO. ECR/EFFICIENCY/WSR/SPJ/20-21/09**

**REVIEW  
OF  
STAFF STRENGTH  
OF  
Catering Inspector, Catering Manager, Courier, Record lifter and Daftari  
WORKING  
AT  
Commercial Department, Samastipur  
Division  
(ECR/Efficiency/WSR/SPJ/20-21/09)**

**GUIDANCE BY**

**Neeraj Agrawal**

**SDGM**

**A.Khalifa**

**E.O**

**STUDY BY**

**Navneet Kumar**

**K.N.Sahay**

**A.Kumar & N.K.Singh**

**E.I**

**WORK-STUDY CELL**

**East Central Railway**

**HAJIPUR**

## EXECUTIVE SUMMARY

Study No.	ECR/Efficiency/WSR/SPJ/20-21/09
Subject	REVIEW OF STAFF STRENGTH CATERING INSPECTOR, CATERING MANAGER, COURIER, RECORD LIFTER and DAFTARI of COMMERCIAL DEPARTMENT SAMASTIPUR DIVISION .
Area	COMMERCIAL DEPARTMENT OF SAMASTIPUR DIVISION
Division	SPJ
Department	COMMERCIAL
Terms of Reference	Assessment of Man Power requirement
Total No. of Recommendations	1
Post recommended for surrender.	10
Financial Implication	58.81 Lac per annum
Month of Circulation	NOV., 2020

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## CHAPTER-I

### INTRODUCTION

Indian Railways is one of the biggest Government Organization in the country whose prime motto is to provide the 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. Now-a-days, Indian economy is facing tough times so it is the moral responsibility of every government organization to keep close watch and check on its expenditure.

SPJ Division is one of the important Divisions amongst Five Divisions of East Central Railway, having at peculiar status in East Central Railway map. Some major stations like SPJ, DBG, SKI, MBI, RJA, JYG, JJP, GGH, JNR, BGU, SMI, ADX, RXL, NKE, BTH, BUG, VKNR, BMKI, SGL, ROA, HPO, SHC, DMH, MRIJ, SOU and RGV are situated on Delhi-GHY route .

SDGM has approved a Work Study on "Review of Catering Inspector, Catering Manager, Courier, Record lifter and Daftari of Commercial department of SPJ Division with a view to assess the staff requirement as per the existing workload.

## METHODOLOGY

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

- A. Discussion with Sr. DCM/SPJ.
- B. Discussion with ACM/SPJ
- C. Assessment of work load.
- D. Arriving at staff requirement.

## CHAPTER-II

### **2.0.0 Present scenario:-**

**1.1.0** The actual staff strength of Catering Inspector, Catering Manager, Courier, Record lifter and Daftari of Commercial department of Samastipur Division is 10 as against the sanction strength of 11 (Reference-Annexure -I ) as per gradation list of Commercial Department for the month of September 2020.

### **2.1.0 THE REQUIREMENT OF STAFF AT DIFFERENT POINTS AND LOCATIONS :-**

Catering Inspector, Catering Manager, Courier, Record lifter and Daftari of Commercial department is working under the control of Sr. DCM at a factual conclusion on requirement of Catering Inspector, Catering Manager, Courier, Record lifter and Daftari of Commercial department. The work study team collected the workload of all activities. For calculation of manpower required, the team applied on spot observations and discussions at various levels.

The activities of Catering Inspector, Catering Manager, Courier, Record lifter and Daftari of Commercial department of Samastipur division is given below:-

**Catering Inspector:-** Supervision of concerned catering units. He is responsible to look out the smooth running of catering unit, Keeping in view of passenger satisfaction.

**Catering Manager:-** He is responsible for management of catering units i.e he look after the duties of cook, helper, bearer. Procurement of food materials.

Now a days catering units is not run by department management of catering units are being outsourced.

**Couriers:-** Courier Clerk working under control of DCI. He collect the periodical return from station of his jurisdiction and submitted the same to the divisional office for further disposal.

**Record Lifter:-** Do the work of record keeping.

**Daftari:-** Maintenance of old records now it is not in practice due to all the works are computerized.

**2.5 Deployment of Catering Inspector, Catering Manager, Courier, Record lifter and Daftari of Commercial department Samastipur Division.**

SI NO.	Deptt.	Category	Scale	Grade pay	Sanctioned strength	Men on roll	Vacancy
1	Comml.	Catering Inspector	9300-34800	4200	01	00	01
2		Catering Manager(Asst. Manager)	5200-20200	2000	01	00	01
3		Courier	5200-20200	1800	06	01	05
4		Record lifter	5200-20200	1800	01	00	01
5		Daftari	5200-20200	1800	02	00	02



## CHAPTER:- III

### CRITICAL EXAMINATION

3.1.0 The actual staff strength of Catering Inspector, Catering Manager, Courier, Record lifter and Daftari of Commercial department Samastipur Division is 01 as against the sanctioned strength of 11 with a vacancy of 10 posts. The staff requirement for the present workload at commercial department SPJ are arrived at based on the need base .

Total Sanction Strength =11

BOS = 11

MOR = 01

Vacancy =10

Requirement as per work study team =01

**Staff excess =11-01=10**

## CHAPTER:- IV

### Recommendation:-

#### 2.6.0 RECOMMENDATION:-

**S.S = 11**

**MOR = 01**

**Vac.= 10**

After going through the requirement of staff the work study team recommends to surrender of 10 vacant posts of Catering Inspector, Catering Manager, Courier, Record lifter and Daftari of Commercial department Samastipur Division.

**Total Sanction Strength =11**

**Total Men on Roll =01**

**Total Vacant post =10**

**Total Staff required =01**

**Excess Staff =11 – 01 = 10 Staff**

Excess Staff i.e 10 vacant posts of Catering Inspector, Catering Manager, Courier, Record lifter and Daftari of Commercial department Samastipur Division may be surrendered and financial saving will be Rs.58.81 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 of pay (Rs.)	Grade pay	No. of post	Mean pay per month @ 17% DA per staff (Rs.)	Annual financial savings (Rs.)
1	Catering Inspector	9300-34800	4200	01	86463	1037556
2	Catering Manager(Asst. Manager)	5200-20200	2000	01	53118	637416
3	Courier	5200-20200	1800	03	43816.5	1577394
4	Record lifter	5200-20200	1800	03	43816.5	1577394
5	Daftari	5200-20200	1800	02	43816.5	1051596
Total						5881356 i.e 58.81 (Lac)

## CHAPTER:- VI

### Summary:-

After critically examining the work load of various categories of Catering inspector ,catering manager, courier record lifter and Daftari of Commercial department Samastipur Division the work study team proposes as below:-

S.No.	Designation	BOS	Man on Roll	Requirement as per WS	Proposed surrender	Remark
1	Catering Inspector	01	00	00	01	01 Vacant post of catering Inspector may be surrender
2	Catering Manager(Asst.Manager)	01	00	00	01	01 Vacant post of Catering Manager (Asst.Manager) may be surrender
3	Courier	06	01	01	05	01 Vacant post of Courier may be surrender
4	Record lifter	01	00	00	01	01 Vacant post of record lifter may be surrender
5	Daftari	02	00	00	02	01 Vacant post

9

						of daftari may be surrender
Total		11	01	01	10	

Total vacant post proposed for surrender =10

**Annexure -1**

Sanction Strength of Catering Inspector, Catering Manager, Courier, Record lifter and Daftari of Commercial department Samastipur Division as on 10.09.2020.

Sl NO.	Deptt.	Category	Scale	Grade pay	Sanctioned strength	Men on roll	Vacancy
1	Comml.	Catering Inspector	9300-34800	4200	01	00	01
2		Catering Manager(Asst. Manager)	5200-20200	2000	01	00	01
3		Courier	5200-20200	1800	06	01	05
4		Record lifter	5200-20200	1800	01	00	01
5		Daftari	5200-20200	1800	02	00	02