

EAST CENTRAL RAILWAY



WORK STUDY REPORT

ON

**To assess the utility of staff strength of
WRB of Commercial Department of
Sonpur Division**

EFFICIENCY CELL

EAST CENTRAL RAILWAY

HAJIPUR

STUDY NO. ECR/EFF./WSR/SEE/20-21/17

REVIEW
OF
STAFF STRENGTH
OF WRB WORKING
IN
SONPUR DIVISION
ECR/ Effi /WSR/SEE/20-21/17

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WORK-STUDY CELL
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HAJIPUR

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EXECUTIVE SUMMARY

Study No.	ECR/eff./WSR/SEE/20-21/17
Subject	Review of staff strength of WRB of Commercial Department of Sonapur Division.
Area	Hamal of Sonapur Division.
Division	SEE
Department	Commercial
Terms of Reference	Assessment of Man Power requirement
Total No. of Recommendations	1
Post recommended for surrender.	02
Financial Implication	10.51 Lac per annum
Month of Circulation	December, 2020

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.

SEE 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 are like SEE, HJP, MFP, BJU, KGG, MNE, BGS etc.

SDGM has approved a Work Study on "Review of Waiting Room Bearer of Commercial department over SEE Division with a view to assess the staff requirement as per the existing workload.

METHODOLOGY

The following techniques of method study as well as work measurement have been applied to conduct the study:-

- A. Discussion with DCM/SEE.
- B. Discussion with DCI, CIT of different unit of SEE Division.
- c. Assessment of work load.

CHAPTER – II

2.0.0 Present scenario:-

1.1.0 The actual staff strength of Waiting Room Bearer of Commercial Department of Sonpur Division is 24 as against the sanction strength of 26 (Reference-Annexure-I as per gradation list of commercial department for the month of December 2020.

2.1.0 THE REQUIREMENT OF STAFF AT DIFFERENT POINTS AND LOCATIONS

Waiting Room Bearer of Commercial Department is working under the control of Station superintendent, Commercial superintendent and DCI to arrive at a factual conclusion on requirement of staff of SEE division. 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.

SL. NO.	Category	Scale	Grade pay	Sanctioned Strength	Men on Roll	Vacancy
1	W.R.B MNE	5200- 20200	1800	01	00	01
2	W.R.B KGG	5200- 20200	1800	02	03	+01
3	W.R.B BJU	5200- 20200	1800	06	06	00
4	W.R.B BGS	5200- 20200	1800	01	01	00
5	W.R.B HJP	5200- 20200	1800	05	08	+03
6	W.R.B SEE	5200- 20200	1800	03	02	01

7	W.R.B MFP	5200- 20200	1800	08	04	04
Total				26	24	02

CHAPTER: - III

CRITICAL EXAMINATION

Staff position:-

SL. NO.	Category	Scale	Grade pay	Sanctioned Strength	Men on Roll	Vacancy
1	W.R.B MNE	5200- 20200	1800	01	00	01
2	W.R.B KGG	5200- 20200	1800	02	03	+01
3	W.R.B BJU	5200- 20200	1800	06	06	00
4	W.R.B BGS	5200- 20200	1800	01	01	00
5	W.R.B HJP	5200- 20200	1800	05	08	+03
6	W.R.B SEE	5200- 20200	1800	03	02	01
7	W.R.B MFP	5200- 20200	1800	08	04	04
Total				26	24	02

Working of WRB:- They are worked as Caretaker of the Waiting Room, Retiring Room, Dormetry etc. Mainly the WRB are engaged to check the travelling authority/Booking slips of the bonafide passengers visited to Waiting Room, Retiring Room, Dormetry etc. They are also responsible for the proper maintenance of items provided in the Waiting Room/Retiring Room/Dormitory etc. Now a days these activities are being switching off on outsourced basis.

3.1.0 The actual staff strength of W.R.B of commercial department/SEE is 24 as against the sanctioned strength of 26 with a vacancy of 02 posts the staff requirement for the present workload at commercial department SEE are arrived at based on the need base.

Requirement of Staff :-

BOS =28

MOR =24

Vacancy =02

Requirement as per work study team =24

Staff excess =26-24=02

2.3.4 Staff surrender on the basis of need base.

The Work study team observed that 24 W.R.B are sufficient for present work load of Wating Room, Retiring Room and Dormetory of Commercial Department of Sonpur Division. Hence, 02 vacant post of W.R.B may be surrendered.

CHAPTER - IV

RECOMMENDATION:

The main duty of WRB of Commercial Department is to attend Waiting Room, Retiring Room and Dormitory etc.

There are 24 men on roll against the sanctioned strength of 26 in SEE Division. The 02 vacant posts of WRB of Sonpur division are recommended for surrender.

Total Sanction Strength = 26

Total Men on Roll = 24

Total Staff required = 24

Excess Staff = 26-24 = 02 Staff

After going through the requirement of staff, the work study team observed that the 02 vacant posts of WRB of Commercial Department, recommended for surrender and financial saving will be Rs 10.51 Lac per annum.

CHAPTER – V

FINANCIAL IMPLICATIONS

FINANCIAL IMPLICATIONS

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

Si. No	Category	Scale	Level	Mean Pay	DA 100%	No. Of Posts	Total Saving (Rs.)in Lakh
1	WRB	18000-59900	L-1	37450	6367	02	1051608 ie 10.51

CHAPTER VI

Summary:-

After critically examining the work load of WRB of Commercial Department Sonpur Divison, the work study team proposes as below:-

S.No.	Designation	BOS	Man on Roll	Requirement as per WS	Proposed surrender	Remark
1.	WRB	26	24	24	02	02 vacant posts of WRB recommended for surrender
Total		26	24	24	02	

Total vacant posts proposed for surrender = 02

Annexure -I

Sanction Strength of WRB of commercial department of Sonpur Division as on 09.12.2020.

SL. NO.	Category	Scale	Grade pay	Sanctioned Strength	Men on Roll	Vacancy
1	W.R.B MNE	5200- 20200	1800	01	00	01
2	W.R.B KGG	5200- 20200	1800	02	03	+01
3	W.R.B BJU	5200- 20200	1800	06	06	00
4	W.R.B BGS	5200- 20200	1800	01	01	00
5	W.R.B HJP	5200- 20200	1800	05	08	+03
6	W.R.B SEE	5200- 20200	1800	03	02	01
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