



**EAST CENTRAL RAILWAY
WORK STUDY REPORT
ON**

**To assess the utility of Courier clerk of commercial
department of Dhanbad Division**

EFFICIENCY CELL

EAST CENTRAL RAILWAY

HAJIPUR

STUDY NO. ECR/EFFICIENCY/WSR/DHN/20-21/20

**REVIEW
OF
STAFF STRENGTH
OF
CourlerClerk
WORKING
AT
Commercial Department Dhanbad
Division
(ECR/Efficiency/WSR/DHN/20-21/20)**

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

INDEX

Chapter	Contents	Page No.
I	Introduction	01-02
II	Present scenario	03-04
III	Critical analysis	05
IV	Recommendation	06
V	Financial Saving	07
VI	Summary	08
	Annexure-1	09

EXECUTIVE SUMMARY

Study No.	ECR/Efficiency/WSR/DHN/20-21/20
Subject	REVIEW OF STAFF STRENGTH COURIER CLERK of COMMERCIAL DEPARTMENT DHANBAD DIVISION .
Area	COMMERCIAL DEPARTMENT OF DHANBAD DIVISION
Division	DHN
Department	COMMERCIAL
Terms of Reference	Assessment of Man Power requirement
Total No. of Recommendations	1
Post recommended for surrender.	04
Financial Implication	21.03 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.

DHN Division is one of the important Divisions amongst Five Divisions of East Central Railway, having a peculiar status in East Central Railway map. Some major stations like DHN, SNTD, CRP, TET, BNF, TELO, BRWD, CPU, SKTN, KOR and BRKA .

SDGM has approved a Work Study on "Review of Courier clerk of Commercial department of Dhanbad 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/DHN.
- B. Discussion with CTI & CC/ DHN
- 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 department of DHN Division is 05 as against the sanction strength of 10 (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 :-

Courier clerk of Commercial department is working under the control of Sr. DCM at a factual conclusion on requirement of Courier clerk 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 Courier clerk of Commercial department of Dhanbad division is given below:-

Couriers clerk:- Courier Clerk working under control of DCI. He collects the periodical return from station, ST-5, monthly coaching balance sheet, monthly goods balance sheet, monthly OTS report, PRS report, monthly parcel RR, PCT, BPT and monthly earning of TE/TTE of his jurisdiction and submitted the same to the divisional office for further disposal.

2.5 Deployment of Courier clerk of Commercial department Dhanbad Division.

Sl NO.	Deptt.	Category	Scale	Grade pay	Sanctioned strength	Men on roll	Vacancy
1	Comml.	Courier clerk	5200-20200	1800	10	05	05

CHAPTER:- III

CRITICAL EXAMINATION

3.1.0 The actual staff strength of Courier clerk of Commercial department Dhanbad Division is 05 as against the sanctioned strength of 10 with a vacancy of 05 posts. The staff requirement for the present workload at commercial department DHN are arrived at based on the need base.

BOS = 10

MOR = 05

Vacancy = 05

Requirement as per work study team = 06

Staff excess = $10 - 06 = 04$

Now, all the above mentioned work are being done through computer electronically. So, 04 vacant posts of Courier clerk is being recommended for surrender.

CHAPTER:- IV

Recommendation:-

2.6.0 RECOMMENDATION:-

S.S = 10 MOR = 05 Vac.= 05

After going through the requirement of staff the work study team recommends to surrender of 04 vacant posts of Courier clerk Commercial department Dhanbad Division.

Total Sanction Strength =10

Total Men on Roll =05

Total Vacant post =05

Total Staff required =06

Excess Staff =10 – 06 = 04 Staff

Excess Staff i,e 04 vacant posts of Courier clerk of Commercial department Dhanbad Division may be surrendered and financial saving will be Rs.21.03 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.)
3	Courier clerk	5200-20200	1800	04	43817	2103216
Total						2103216 ie 21.03 lac

CHAPTER:- VI

Summary:-

After critically examining the work load of various categories of Courier clerk of Commercial department Dhanbad Division the work study team proposes as below:-

S.No.	Designation	BOS	Man on Roll	Requirement as per WS	Proposed surrender	Remark
3	Courier clerk	10	05	06	04	04 Vacant posts of Courier clerk may be surrender
Total		10	05	06	04	

Total vacant post proposed for surrender =04

Annexure -1

Sanction Strength of Courier clerk of Commercial department Dhanbad Division as on 16.12.2020.

Sl NO.	Deptt.	Category	Scale	Grade pay	Sanctioned strength	Men on roll	Vacancy
1		Courier clerk	5200-20200	1800	10	05	05