

EAST CENTRAL RAILWAY



WORK STUDY REPORT

ON

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

EFFICIENCY CELL

EAST CENTRAL RAILWAY

HAJIPUR

STUDY NO. ECR/EFF./WSR/SPJ/20-21/16

**REVIEW
OF
STAFF STRENGTH
OF
WAITING ROOM BEARER
OF
COMMERCIAL DEPARTMENT
OF
SAMASTIPUR DIVISION**

(ECR/Effn/WSR/SPJ/20-21/16)

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**WORK-STUDY CELL
East Central Railway
HAJIPUR**

EXECUTIVE SUMMARY

Study No.	ECR/Eff./WSR/SPJ/20-21/16
Subject	Review of staff strength of WRB of Commercial Department of Samastipur Division.
Area	WRB of Samastipur Division.
Division	SPJ
Department	Commercial
Terms of Reference	Assessment of Man Power requirement
Total No. of Recommendations	1
Post recommended for surrender.	14
Financial Implication	73.61 Lac per annum
Month of Circulation	February, 2021

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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 a peculiar status in East Central Railway map. Some major stations are like SPJ, DBG,LSI,SKI,MBI,JYG,SMI,RXL,NKE,SHC,BTH,BMKI

SDGM has approved a Work Study on "Review of Waiting Room Bearer of Commercial department over SPJ 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 Sr. DCM/SPJ.
- B. Discussion with ACM/SPJ.
- C. Discussion with CIT/SPJ, DBG and NKE.
- D. 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 Samastipur Division is 22 as against the sanction strength of 27 (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 CIT to arrive at a factual conclusion on requirement of staff of SPJ 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	Men on Roll
1	W.R.B SPJ	5200-20200	1800	04
2	W.R.B DBG	5200-20200	1800	04
3	W.R.B JYG	5200-20200	1800	02
4	W.R.B MBI	5200-20200	1800	01
5	W.R.B SMI	5200-20200	1800	01
6	W.R.B RXL	5200-20200	1800	02
7	W.R.B BMKI	5200-20200	1800	01
8	W.R.B SHC	5200-20200	1800	04
9	W.R.B BTH	5200-20200	1800	01
10	W.R.B NKE	5200-20200	1800	02
Total				22

CHAPTER: - III

CRITICAL EXAMINATION

3.1.0 The actual staff strength of W.R.B of commercial department/SPJ is 22 as against the sanctioned strength of 27 with a vacancy of 05 posts the staff requirement for the present workload at commercial department SPJ are arrived at based on the need base.

BOS =27

MOR =22

Vacancy =05

Requirement as per work study team =13

Staff excess =27-13=14

3.4 Staff surrender on the basis of need base.

The Work study team observed that 13 W.R.B are sufficient for present work load of Waiting Room, Retiring Room and Dormitory of Commercial Department of Samastipur Division. Hence, 14 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 22 men on roll against the sanctioned strength of 27 in SPJ Division. The 14 posts of WRB of Samastipur division are recommended for surrender.

Total Sanction Strength = 27

Total Men on Roll = 22

Total Staff required = 13

Excess Staff = 27-13 = 14 Staff

After going through the requirement of staff, the work study team observed that the 14 posts of WRB of Commercial Department, recommended for surrender and financial saving will be Rs 73.61 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	18000-56900	L-1	37450	6367	14	7361256 ie 73.61

CHAPTER VI

Summary:-

After critically examining the work load of WRB 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.	WRB	27	22	13	14	14 posts of WRB recommended for surrender
Total		27	22	13	14	

Total vacant posts proposed for surrender = 14

Annexure -I

Sanction Strength of WRB of commercial department of Samastipur
Division as on December 2020.

SL. NO.	Category	Scale	Grade pay	Sanctioned Strength	Men on Roll	Vacancy
1	W.R.B MNE	5200- 20200	1800	27	22	05