



**EAST CENTRAL RAILWAY
WORK STUDY REPORT
ON**

**To assess the utility of TTE Room Caretaker of commercial
department of Dhanbad Division**

**EFFICIENCY CELL
EAST CENTRAL RAILWAY
HAJIPUR**

STUDY NO. ECR/EFFICIENCY/WSR/DHN/20-21/18

REVIEW
OF
STAFF STRENGTH
OF
TTE ROOM CARETAKER
WORKING
AT
Commercial Department Dhanbad
Division
(ECR/Efficiency/WSR/DHN/20-21/18)

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WORK-STUDY CELL
East Central Railway
HAJIPUR

EXECUTIVE SUMMARY

Study No.	ECR/Efficiency/WSR/DHN/20-21/18
Subject	REVIEW OF STAFF STRENGTH TTE ROOM CARETAKER 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.	02
Financial Implication	10.51 Lac per annum
Month of Circulation	March, 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.

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 staff strength of TTE Room Caretaker 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 CIT.
- 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 TTE Room Caretaker of DHN Division is 01 as against the sanction strength of 05 (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 :-

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

TTE Room Caretaker:- TTE Room Caretaker working under control of CIT. He maintains housekeeping work of TTE Running Room.

2.5 Deployment of TTE Room Caretaker of Commercial department Dhanbad Division.

Sl NO.	Deptt.	Category	Scale	Grade pay	Sanctioned strength	Men on roll	Vacancy
1	Comml.	TTE Room Caretaker	5200-20200	1800	05	01	04

CHAPTER:- III

CRITICAL EXAMINATION

3.1.0 The actual staff strength of TTE Room Caretaker of Commercial department Dhanbad Division is 01 as against the sanctioned strength of 05 with a vacancy of 04 posts. The staff requirement for the present workload at commercial department Dhanbad Division are arrived at based on the need base.

BOS = 05

MOR = 01

Vacancy = 04

Requirement as per work study team = 03

Staff excess = $05 - 03 = 02$

So, 02 vacant posts of TTE Room Caretaker is being recommended for surrender.

CHAPTER:- IV

Recommendation:-

2.6.0 RECOMMENDATION:-

S.S = 05 MOR = 01 Vac.= 04

After going through the requirement of staff the work study team recommends to surrender of 02 vacant posts of RRB Commercial department Dhanbad Division.

Total Sanction Strength =05

Total Men on Roll =01

Total Vacant post =04

Total Staff required =03

Excess Staff =05 – 03 = 02 Staff

Excess Staff i,e 02 vacant posts of TTE Room Caretaker of Commercial department Dhanbad Division may be surrendered and financial saving will be Rs.10.51 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 & Level	No. of post	Mean pay per month @ 17% DA per staff (Rs.)	Annual financial savings (Rs.)
3	TTE Room Caretaker	5200-20200	1800 & L-1	02	43817	1051608
Total						1051608 ie 10.51 lac

CHAPTER:- VI

Summary:-

After critically examining the work load of various categories of TTE Room Caretaker 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	TTE Room Caretaker	05	01	03	02	02Vacant posts of TTE Room Caretaker may be surrender
Total		05	01	03	02	

Total vacant post proposed for surrender =02

Annexure -1

Sanction Strength of TTE Room Caretaker of Commercial department Dhanbad Division as on 15.12.2020.

Sl NO.	Deptt.	Category	Scale	Grade pay	Sanctioned strength	Men on roll	Vacancy
1	Comml.	TTE Room Caretaker	5200-20200	1800	05	01	04