



**EAST CENTRAL RAILWAY**

**WORK STUDY REPORT  
ON**

**To assess the utility of Parcel Porter (Hamal) of  
commercial department of Samastipur Division**

**EFFICIENCY CELL**

**EAST CENTRAL RAILWAY**

**HAJIPUR**

**STUDY NO. ECR/EFFICIENCY/WSR/SPJ/20-21/02**

**REVIEW  
OF  
STAFF STRENGTH  
OF  
Parcel Porter (Hamal)  
WORKING  
AT  
Commercial Department, Samastipur  
Division  
(ECR/Efficiency/WSR/SPJ/20-21/02)**

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

## EXECUTIVE SUMMARY

<b>Study No.</b>	<b>ECR/Efficiency/WSR/SPJ/20-21/02</b>
<b>Subject</b>	<b>REVIEW OF STAFF STRENGTH OF HAMAL(PARCEL PORTER) of COMMERCIAL DEPARTMENT SAMASTIPUR DIVISION .</b>
<b>Area</b>	<b>COMMERCIAL DEPARTMENT OF SAMASTIPUR DIVISION</b>
<b>Division</b>	<b>SPJ</b>
<b>Department</b>	<b>COMMERCIAL</b>
<b>Terms of Reference</b>	<b>Assessment of Man Power requirement</b>
<b>Total No. of Recommendations</b>	<b>1</b>
<b>Post recommended for surrender.</b>	<b>28</b>
<b>Financial Implication</b>	<b>147.22 Lac per annum</b>
<b>Month of Circulation</b>	<b>August, 2020</b>

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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,V KNR,BMKI,SGL,ROA.HPO.SHC,DMH,MRIJ,SOU,RGV,are situated on Delhi-GHY route .

Railway carries passenger, Goods& parcel traffic day by day new passenger/M/Exp. Trains has been increased. The traffic density has increased a lot in comparison to previous years. In view of the increase in no of passenger Trains the volume of parcel traffic has also increased a lot.

Parcel porter (Hamal) loading & unloading of package in a limited time (allowed time) in passenger/M/Exp Trains. Hence Parcel porter play a vital role in keeping punctuality of trains.

SDGM has approved a Work Study on "Review of Hamal (Parcel Porter) of Commercial department over 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 Parcel Porter (Hamal) of Commercial Department of Samastipur Division is 155 as against the sanction strength of 113 (Reference-Annexure -I ) as per gradation list of Commercial Department for the month of June 2020.

**2.1.0 THE REQUIREMENT OF STAFF AT DIFFERENT POINTS AND LOCATIONS :-** Parcel Porter (Hamal) 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 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.

The loading & unloading of parcel package and cash safe in a limited time (allowed time) in passenger/MExp/Superfast Trains. Hence Parcel porter plays a vital role in keeping punctuality of trains and saving of money from loading and unloading package.

**The activities of Commercial Department are divided in following Type of station as below –**

- 2.2 A1&A Type station -DBG ,RXL, NKE, BTH, Motihari (BMKI) ,Saharsa ,** The loading & unloading of parcel package , cash safe, and for booking counter in all three shift.
- 2.3 B1&B Type Important station -SGL ,CAA,DMH,SOU,MBI,JYG** The loading and unloading work of parcel package of these six station SGL ,CAA,DMH,SOU,MBI,JYG in three shift .
- 2.4 C type station : At present Hamal (parcel porter ) is required for 23 station in daily parcel packaged loading and unloading.**

2.5 Deployment of Parcel Porter (Hamal) of Commercial Department of Samastipur Division.

Sl NO.	Category	Scale	Grade pay	Men on Roll
1	Hamal SPJ	5200-20200	1800	50
2	Hamal MKPR	5200-20200	1800	01
3	Hamal HYT	5200-20200	1800	01
4	Hamal LSI	5200-20200	1800	02
5	Hamal DBG	5200-20200	1800	13
6	Hamal SKI	5200-20200	1800	03
7	Hamal MBI	5200-20200	1800	03
8	Hamal RJA	5200-20200	1800	00
9	Hamal JYG	5200-20200	1800	04
10	Hamal JJP	5200-20200	1800	01
11	Hamal TNA	5200-20200	1800	00
12	Hamal GGH	5200-20200	1800	00
13	Hamal NMA	5200-20200	1800	00
14	Hamal LKQ	5200-20200	1800	00
15	Hamal JNR	5200-20200	1800	00
16	Hamal SMI	5200-20200	1800	03
17	Hamal BGU	5200-20200	1800	00
18	Hamal GRH	5200-20200	1800	01
19	Hamal CAO	5200-20200	1800	01
20	Hamal ADX	5200-20200	1800	00
21	Hamal RXL	5200-20200	1800	05
22	Hamal NKE	5200-20200	1800	05
23	Hamal BTH	5200-20200	1800	02
24	Hamal CIA	5200-20200	1800	00
25	Hamal HIR	5200-20200	1800	01
26	Hamal BUG	5200-20200	1800	00
27	Hamal VKNR	5200-20200	1800	00
28	Hamal MHL	5200-20200	1800	00
29	Hamal MAI	5200-20200	1800	01
30	Hamal CAA	5200-20200	1800	01
31	Hamal BMKI	5200-20200	1800	03
32	Hamal SGL	5200-20200	1800	02
33	Hamal ROA	5200-20200	1800	00
34	Hamal HPO	5200-20200	1800	01
35	Hamal SLNA	5200-20200	1800	00
36	Hamal SBV	5200-20200	1800	00
37	Hamal SHC	5200-20200	1800	04
38	Hamal DMH	5200-20200	1800	00
39	Hamal MRIJ	5200-20200	1800	00
40	Hamal BNKI	5200-20200	1800	02
41	Hamal SOU	5200-20200	1800	01



42	Hamal RGH	5200-20200	1800	01
43	Hamal LLP	5200-20200	1800	01
44	Hamal MTR	5200-20200	1800	00
45	Hamal KML	5200-20200	1800	00
46	Hamal DAG	5200-20200	1800	00
47	Hamal MFP(N	5200-20200	1800	01

## CHAPTER:- III

### CRITICAL EXAMINATION

3.1.0 The actual staff strength of Hamal of commercial department /SPJ is 113 as against the sanctioned strength of 155 with a vacancy of 42 posts. The staff requirement for the present workload at commercial department SPJ are arrived at based on the need base .

Total Requirement of Staff =

BOS	= 155
MOR	= 113
Vacancy	=42
Requirement as per work study team	=127
<b>Staff excess</b>	<b>=155-127=28</b>

#### **2.3.4 Staff surrender on the basis of need base.**

The Work study team observed that, the 127 Hamal are sufficient for present work load of parcel package work, cash safe and booking counter work of Commercial Department of Samastipur division. Hence, 28 vacant posts of Hamal may be surrendered.

## **CHAPTER:- IV**

### **Recommendation:-**

#### **2.6.0 RECOMMENDATION:-**

$$\text{S.S} = 155 \text{ MOR} = 113 \text{ Vac.} = 42$$

After going through the requirement of staff the work study team recommends to surrender of 28 vacant posts of Hamal (Parcel Porter)

**Total Sanction Strength =155**

**Total Men on Roll =113**

**Total Vacant post =42**

**Total Staff required =127**

**Excess Staff =182 – 127 = 28 Staff**

**Excess Staff i.e 28 vacant posts of Hamal (Parcel Porter) may be surrendered and financial saving will be Rs. 147.22 lakhs 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 per staff (Rs.)	Annual financial savings (Rs.)
1	Hamal (Parcel Porter)	5200-20200	1800	28	43817	$525804 \times 28 = 14722512$
Total				28	43817	14722512 147.22 (lac)

## CHAPTER:- VI

### Summary:-

After critically examining the work load of various categories of Hamal (Parcel Porter) staff working in Commercial Department of Samastipur Division the work study team proposes as below:-

S.No.	Designation	BOS	Man on Roll	Requirement as per WS	Proposed surrender	Remark
1	Hamal (Parcel Porter)	155	113	127	28	28 vacant posts may be surrendered
Total		155	113	127	28	

Total vacant post proposed for surrender = 28

**Annexure -I**

Sanction Strength of Parcel Porter (Hamal) of commercial department of Samastipur Division as on 01.10.14.

SI NO.	Category	Scale	Grade pay	Sanctioned Strength	Men on Roll	vacancy
1	Parcel Porter (Hamal)	5200-20200	1800	155	113	42
				155	113	42