



EAST CENTRAL RAILWAY

**WORK STUDY REPORT
ON**

**To assess the utility of Ministerial staff of Electrical
(TRD) Department of Samastipur Division.**

**EFFICIENCY CELL
EAST CENTRAL RAILWAY
HAJIPUR**

STUDY NO. ECR/EFF./WSR/SPJ/20-21/10

**REVIEW
OF
STAFF STRENGTH
OF
MINISTERIAL STAFF
OF
ELECTRICAL(TRD) DEPARTMENT
OF
SAMASTIPUR DIVISION
(ECR/Effi/WSR/SPJ/20-21/10)**

**GUIDANCE BY
Neeraj Agrawal
SDGM**

**A. Khalifa
E.O.**

STUDY

**N.Kumar
A.Kumar
N.K.Singh
K.N.Sahay
EIs**

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

EXECUTIVE SUMMARY

Study No.	ECR/Effi/WSR/SPJ/20-21/10
Subject	REVIEW OF STAFF STRENGTH OF MINISTERIAL STAFF OF ELECTRICAL (TRD) DEPARTMENT OF SAMASTIPUR DIVISION
Area	SAMASTIPUR
Division	SAMASTIPUR
Department	ELECTRICAL/TRD
Terms of Reference	Assessment of Man Power requirement
Total No. of Recommendations	01
No. of posts recommended for surrender	03
Financial Implication	36.67 LAC
Month of Circulation	NOVEMBER 2020

INDEX

Sr. No.	Content	Reference	
		Page No.	
1	Terms of Reference and Methodology Adopted	1	
2	Synopsis	2	
3	<u>Chapter I</u> – Introduction	3	
4	<u>Chapter II</u> – Present Status	4	5
5	<u>Chapter III</u> - Critical Analysis	6	7
6	<u>Chapter IV</u> – Recommendation	8	
7	<u>Chapter V</u> – Financial Implication	9	
8	<u>Chapter VI</u> – Summary	10	
9	Annexure	11	

TERMS OF REFERENCE

The study has been conducted under the following terms of references:

- a. To review staff strength of Ministerial staff of Electrical (TRD) Department of Samastipur Division, with a view to identify the surplus manpower in different units.
- b. To assess the effective utilization of Ministerial staff of Electrical (TRD) Department of Samastipur Division.

METHODOLOGY ADOPTED

The work study team applied the following techniques for conducting the study :

- Discussion with Sr. DEE/TRD
- Discussion with AEE/TRD
- Discussion with SSE/TRD/SPJ, DBG, JYG etc.
- Data collection and its analysis the factual status & existing work load.
- Reassessment of manpower requirement by applying need base.

SYNOPSIS

1. Indian Railways is one of the biggest transportation organisation among all other transport organisation in the country. In fact the Railway is backbone of the country's transportation system. In the recent times, Railway is facing tremendous competition from road and air. In the time of competition ,transport system should not only be agile, prompt and amenable but also financially viable. In order to bring economy in expenditure the optimum utilization of man, machine and material will have to be ensured.
2. Indian Railways prime motto is to provide 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. These days, Indian economy is facing tough time, so it is the collective responsibility of every government organization to keep close watch on their expenditure and check the expenditure accordingly.
3. The work study cell was assigned to conduct work study of Ministerial staff of Electrical (TRD) Department of Samastipur Division with a view to assess the staff requirement as per the existing workload.
4. Electrical (TRD) Department also plays a vital role in Indian Railways and leads in performance of any zonal Railway.
5. In Railways, the absorption of modernization has been started and still in progress in every sphere of the system. These technological up gradation have shown considerable improvement in the efficiency and man power productivity in Railways.

Chapter-I

INTRODUCTION

- 1.1 Railway is one of the biggest transport organizations whose services are utilized by a large number of floating populations. Electrical Department plays a vital role in maintaining safety & punctuality of trains. Actually Electrical Department is the backbone of railway system.
- 1.2 Special emphasis is being given by the Ministry of Railways on safety & punctuality.
- 1.3 Keeping the above objects in mind and also giving priority to the Railway main motto is safety, security, punctuality, cleanliness and all the work of ministerial staff is computerised in particular this work study has been conducted to review the staff strength of Ministerial staff of Electrical (TRD) Department of Samastipur Division.

CHAPTER -II

Existing Setup:-

The actual staff strength of Ministerial staff of Electrical (TRD) Department of Samastipur Division is 17 against the sanctioned strength of 21 with vacancy of 04.

There are many offices under Sr. DEE (TRD):-

Sl. No.	Section
1.	DRM office SPJ
2.	TRD Depot SPJ
3.	TRD Depot DBG
4.	TRD Depot JYG
5.	TRD Depot SHC
6.	TRD Depot RXL
7.	TRD Depot NKE
8.	TRD Depot HPO
9.	TRD Depot SGL

Duties of Ministerial staff of Electrical (TRD) Department:-

- 1 All works of Sr. DEE/TRD office, RTI, Cash Imprest and Quarter.
2. All works related to store, uniform stationery etc.
3. DAR,
4. TA & OT.
5. Pass, PTO, Union, Inspection.
6. Confidential work, Award and Entertainment related works.
7. Leave Record.
8. Receipt/Dispatch works related to telephone, Union and Budget.
9. Settlement work
10. Tender uploading.
11. Letter of Acceptance
12. Training of Staff
13. Disaster management work
14. Budget grant
15. MPP, MCDO etc.
16. M&P works programmes

CHAPTER-III

BOS-21

MOR-17

Vacancy-04

2.0.0 CRITICAL ANALYSIS, REQUIREMENT OF STAFF VIS-À-VIS WORK LOAD AND RECOMMENDATIONS:

2.1.0 Ministerial staff of Electrical (TRD) Department Samastipur Division is working under the control of Sr.DEE/TRD/SPJ. To arrive at a factual conclusion on requirement of ministerial staff Electrical (TRD) Department at Samastipur 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 and applied on the basis of need base.

2.2.0 APPLYING BENCH MARKING NORMS:-

Since manpower is the biggest component of the expenditure of Indian Railway, rightsizing of manpower to reduce unit costs is an effective way to increase efficiency of Indian Railway.

There is no specific yardstick for measuring the workload of Ministerial staff of Electrical (TRD) department of Samastipur Division. It is very difficult to assess the efficiency of Ministerial staff of Electrical (TRD) department of Samastipur Division as quantum of work, and different sections are placed in different important place. At present infrastructure is not more developed. The working culture of staff is old pattern. Hence, it is impossible to apply the bench mark.

Staff strength of ministerial staff of Electrical (TRD) is given below:-

Sl. No.	Section	Post	Level	Sanction Strength	Men on Roll	Vacancy
01	Electrical (TRD)	Ch.OS	L-7	03	01	02
02		OS	L-6	12	08	04
03		Sr.Clerk	L-5	04	03	01
04		Jr.Clerk	L-2	02	05	+03
	Total			21	17	04

On the above position work study team observed that, the 18 ministerial staff are required for present work load. Hence, work study team observed and discussion with concerning authority, that 02 posts of Ch.OS and 01 post of OS may be recommended for surrender.

CHAPTER -IV

Recommendation :-

As there is no yardstick for calculation of ministerial staff of Electrical (TRD). The work study team has made its assessment of staff on the need base, it is observed that 02 posts of Ch.OS and 01 post of OS may be recommended for surrender. The 02 posts of Ch.OS and 01 post of OS is excess than requirement.

Total Sanction Strength = 21

Total Men on Roll = 17

Total Staff required = 18

Excess Staff = 21-18 = 03 Staff

After going through the requirement of staff, the work study team observed that the 02 posts of Ch.OS and 01 post of OS are recommended for surrender and financial saving will be Rs 36.67 Lac per annum. The work is going on without any hindrance.

CHAPTER: - V

FINANCIAL SAVINGS :-

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

S.N o.	Category	Level	Mean pay per month	DA @ 17 %	Total pay per month per staff (Rs.)	No. of post	Annual financial savings (Rs.)
1	Ch.OS	L-7	93650	15921	10957	02	2629704
2.	OS	L-6	73900	12563	86463	01	1037556
Total Total						03	3667270i. e 36.67 Lakh only

CHAPTER VI

Summary:-

After critically examining the work load of Ministerial staff of Electrical (TRD) 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.	Ch.OS	03	01	01	02	02 vacant posts of Ch.OS and 01 vacant post of OS may be recommended for surrender
2.	OS	12	08	11	01	
Total		15	09	12	03	

Total posts proposed for surrender = 03

Annexure -I

Sanction Strength of Ministerial staff of Electrical (TRD) Department of Samastipur Division as on 10.11..2020.

Sl NO.	Category	Scale	Grade pay	Level	Sanctioned Strength	Men on Roll	vacancy
1.	COS	9300-34800	4600	L-7	03	01	02
2.	OS	9300-34800	4200	L-6	12	08	04
3.	Sr. Clerk	5200-20200	2800	L-5	04	03	01
4.	Jr. Clerk	5200-20200	1900	L-2	02	05	+03
	Total				21	17	04