



EAST CENTRAL RAILWAY

WORK STUDY REPORT

**To assess the utility of Ministerial Staff of Engineering Department of
Samastipur Division**

EFFICIENCY CELL

EAST CENTRAL RAILWAY

HAJIPUR

STUDY NO. ECR/EFF./WSR/SPJ/20-21/03

**REVIEW
OF
STAFF STRENGTH
OF MINISTERIAL STAFF OF
ENGINEERING DEPARTMENT
WORKING
AT
SAMASTIPUR DIVISION
(ECR/Effi/WSR/SPJ/20-21/03)**

GUIDANCE BY

**Neeraj Agrawal
SDGM**

**A.Khalifa
E.O**

STUDY

**Navneet Kumar
K.N.Sahay**

**A.Kumar & N.K.Singh
E.I**

WORK-STUDY CELL

East Central Railway

HAJIPUR

EXECUTIVE SUMMARY

Study No.	(ECR/Effi/WSR/SPJ/20-21/03)
Subject	REVIEW OF STAFF STRENGTH OF MINISTERIAL STAFF OF ENGINEERING DEPARTMENT WORKING AT SAMASTIPUR DIVISION .
Area	SAMASTIPUR DIVISION
Division	SPJ
Department	ENGINEERING .
Terms of Reference	Assessment of Man Power requirement
Total No. of Recommendations	01
No. of posts recommended for surrender	16
Financial Implication	158.62 Lakh
Month of Circulation	August 2020

INDEX

Sr. No.	Content	Reference	
		Page No.	
1	Terms of Reference and Methodology Adopted	01	-
2	Synopsis	02	-
3	<u>Chapter I</u> – Introduction	03	-
4	<u>Chapter II</u> – Present Status	04	06
5	<u>Chapter III</u> - Critical Analysis	07	08
6	<u>Chapter IV</u> – Recommendation	09	-
7	<u>Chapter V</u> – Financial Implication	10	-
8	<u>Chapter VI</u> – Summary	11	-
9	Annexure	12	-

TERMS OF REFERENCE

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

- a) To review staff strength vis-à-vis workload of Ministerial staff of Engineering Department of Samastipur Division with a view to identify the surplus manpower in different section.
- b) To assess the effective utilization of Ministerial staff working in Engineering Department of Samastipur Division .
- c) To suggest ways and means to improve working of Ministerial staff of Engineering Department of Samastipur Division .

METHODOLOGY ADOPTED

The following techniques have been applied to conduct the study:-

- i) Data collection and its critical analysis to arrive on factual status of present working.
- ii) Discussion with Sr.DEN(Co-ord)/ECR/SPJ
- iii) Discussion with AEN/SPJ, DBG & NKE
- iv) Discussion with SSE/P.Way & SSE(W) of SPJ Division.

SYNOPSIS

1. In Railways, the process of absorption of modernization has been started and still in progress in every sphere of the system. These technological up gradations have shown the considerable improvement in the efficiency and manpower productivity in Railways.
2. Keeping in view, all these constraints, the Work Study Cell was assigned to conduct work study of staff strength of Ministerial staff of Engineering Department of Samastipur Division with a view to assess the staff requirement as per the existing workload .
3. Ministerial staff of Engineering Department also plays a vital role in Indian Railways and leads in performance of any Zonal Railway. At present 38 Ministerial staff are working against Sanction Strength 59 in Engineering Department of Samastipur Division. as on Sr.DEN(Co-ord)/SPJ letter no- W.E/283/BOS-III/2020-21/W-6/89 dated 18.08.2020.

Chapter-I

INTRODUCTION

Benchmarking is a continuous process of comparing different units and identifying which one is the best in the business and then learning how this excellence was achieved and the setting out to improve the efficiency of those units, which were behind. If this concept is implemented it will result large reduction in the cost and make significant contribution in improving the efficiency of various divisions of the Railways, but the Samatipur Division has not infrastructure developed than other Division of Indian railway. Hence Reassessments of man power on need base.

The personnel matters of the staff in divisions are being dealt by the Ministerial staff and maintenance of works of Engineering Department by artisan staff (B/Smith, H/Man, Carpenter, Painter, Mason, Fitter, chowkidar, Caretaker). These staff are being controlled by Sr.DEN(Co-ord) and assisted by Sr.DEN. DEN. AEN and other staff..

With the improvement of information technology and rationalization of working pattern due to modernization and computerization as well as change in working hours have created enough scope of improving efficiency of staff. The working culture are different, the bench marking norm is difficult to calculate the staff. The work study team observed that need base is the best option for calculation of staff. Competent Authority has approved a Work Study on "Review of staff strength of Ministerial staff of Engineering Department of Samastipur Division .

CHAPTER-II

2.1 Work Load: - The working of Ministerial staff in Engineering Department of Samastipur Division is divided into the following sections with the job entrusted to:-

Sl.No.	Section
01	ATEN/SPJ
02	ADEN/SPJ
03	ADEN/SHC
04	ADEN-I/DBG
05	ADEN/NKE
06	ADEN/BMKI
07	ADEN/DBG-2
08	SSE/SE/P.Way./SPJ
09	SSE/SE/P.Way./HPO
10	SSE/SE/P.Way./KGC
11	SSE/SE/P.Way./Line/SPJ
12	SSE/SE/P.Way./TD/SPJ
13	SSE/SE/P.Way./DBG
14	SSE/SE/P.Way./MKI
15	SSE/SE/P.Way./RXL
16	SSE/SE/P.Way./NKE-E
17	SSE/SE/P.Way./NKE-W
18	SSE/SE/P.Way./SKI
19	SSE/SE/P.Way./JJP
20	SSE/SE/P.Way./SHC
21	SSE/SE/P.Way./BNKI
22	SSE/SE/P.Way./RGV
23	SSE/SE/P.Way./JNR
24	SSE/SE/ Works/South/SPJ
25	SSE/SE/ Works/North/SPJ
26	SSE/SE/ Works /Line/SPJ

27	SSE/SE/ Works /WS/SPJ
28	SSE/SE/ Works /DBG
29	SSE/SE/ Works /JJP
30	SSE/SE/ Works /MBI
31	SSE/SE/ Works /RXL
32	SSE/SE/ Works/NKE
33	SSE/SE/ Works /SHC
34	SSE/SE/ Works /BNKI
35	SSE/SE/ Works /MKI
36	SSE/SE/ Works /SGL

2.2 Sanctioned strength of Ministerial staff of Engineering Department of Samastipur Division is below .

Sl NO.	Category	Scale	Grade pay	Sanctioned Strength	Men on Roll	Vacancy
1	Ch.OS	9300-34800	4600	12	10	02
2	OS	9300-34800	4200	34	16	18
3	Sr.Clerk	5200-20200	2800	10	02	08
4	Jr.Clerk	5200-20200	1900	03	10	+7

2.3 Duties of Ministerial Staff:-

Main duties of Ministerial Staff in Engineering Department of Samastipur Division are as follows:-

- i. Engg-DRM office deals with the establishment matters of staff it also divided in different small section as following:-
W1, W2, W3, W4, W5, W6, Tender, receive and dispatch.
- ii. Maintaining personnel files
- iii. Maintaining service records
- iv. Preparation of salary bills
- v. Selection and Promotion
- vi. Final settlement (retirement)
- vii. Redressal of grievances
- viii. Welfare & Law matters
- ix. Recruitment, Pass/PTO & Allied matters.
- x. Engineering budget .
- xi. Bill & Tender
- xii. Engg. (confidential)
- xiii. W.P
- xiv. Land & Rent
- xv. Bridge
- xvi. Store etc.

CHAPTER-III

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

3.1.0 Ministerial staff in Engineering Department of Samastipur Division is working under the control of Sr. DEN(Co-ord) Samastipur. To arrive at a factual conclusion on requirement of staff for Engineering 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 need base.

3.2.0 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 workload of Ministerial staff of Engineering department of Samastipur division. It is very difficult to assess the efficiency of Ministerial staff of Engineering department of Samastipur division, quantum of work, and different sections are established in different important station.

Requirement of Ministerial staff :-

Total Sanction Strength = 59

Total Men on Roll = 38

Total Vacant post =21

Total Staff required =43

Excess post =59 -43=16 Staff

Hence work study team observed that 12 vacant posts of OS and 04 vacant posts of Sr.Clerk may be recommended for surrender.

CHAPTER IV

RECOMMENDATION

As there is no yardstick for calculation of staff. The work study team has made its assessment of staff on the need base, it is observed that at present 16 vacant posts of Ministerial staff (OS-16 & Sr. clerk -04) is excess than requirement.

Requirement of Ministerial staff :-

Total Sanction Strength =59

Total Men on Roll = 38

Total Vacant post =21

Total Staff required =43

Excess post =59 - 43= 16 Staff

CHAPTER – V

FINANCIAL SAVINGS:-

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

SL. No.	Category	Scale of pay (Rs.)	Grade pay	No. of post	Mean pay per year (Rs.)	Annual financial savings in Lacs (Rs.)
1	Office Supdt.	9300-34800	4200	12	1037556	12450672
2	Sr.Clerk	5200-20200	2800	04	852936	3411744
	Total			16		15862416 ie 158.62

CHAPTER VI

Summary:-

After critically examining the work load of Ministerial staff working in Engineering Department of Samastipur Division, the work study team proposes as below:-

S.No.	Designation	BOS	Requirement as per WS	Proposed surrender
01	Office Supdt.	34	22	12
02	Sr. clerk	10	06	04
Total				16

Total vacant post of recommended for surrender = 16

Annexure -I

Staff position of Ministerial staff Working in Engineering
Department of Samastipur Division as on dt.18.08.2020

SI NO.	Category	Scale	Gra de pay	Sanctio ned Strengt h	Men on Roll	Vacanc y
1	Ch.OS	9300-34800	4600	12	10	02
2	OS	9300-34800	4200	34	16	18
3	Sr.Clerk	5200-20200	2800	10	02	08
4	Jr.Clerk	5200-20200	1900	03	10	+7