



EAST CENTRAL RAILWAY

**WORK STUDY REPORT
ON**

To assess the utility of Ancillary staff of Mechanical
(C&W) Department of Samastipur Division.

**EFFICIENCY CELL
EAST CENTRAL RAILWAY
HAJIPUR**

STUDY NO. ECR/EFF./WSR/SPJ/20-21/07

**REVIEW
OF
STAFF STRENGTH
OF
ANCILLARY STAFF
OF
MECHANICAL(C&W) DEPARTMENT
OF
SAMASTIPUR DIVISION
(ECR/Effi/WSR/SPJ/20-21/07)**

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

EXECUTIVE SUMMARY

Study No.	ECR/Eff/WSR/SPJ/20-21/07
Subject	REVIEW OF STAFF STRENGTH OF ANCILLARY STAFF OF MECHANICAL (C&W) DEPARTMENT OF SAMASTIPUR DIVISION
Area	SAMASTIPUR
Division	SAMASTIPUR
Department	MECHANICAL
Terms of Reference	Assessment of Man Power requirement
Total No. of Recommendations	01
No. of posts recommended for surrender	12
Financial Implication	94.29 LAC
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TERMS OF REFERENCE

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

- a. To review staff strength of Ancillary staff of Mechanical (C&W) Department of Samastipur Division, with a view to identify the surplus manpower in different units.
- b. To assess the effective utilization of Ancillary staff of Mechanical Department of Samastipur Division.

METHODOLOGY ADOPTED

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

- Discussion with Sr. DME/C&W
- Discussion with CDO/DBG
- Discussion with SSE/C&W/SPJ, DBG, JYG, SHC, RXL & NKE 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 organization among all other transport organization 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 Ancillary staff of Mechanical(C&W) Department of Samastipur Division with a view to assess the staff requirement as per the existing workload.
4. Mechanical 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. Mechanical Department plays a vital role in maintaining safety & punctuality of trains. Actually Mechanical 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 Ancillary staff is done by ancillary staff, in particular this work study has been conducted to review the staff strength of Ancillary staff of Mechanical (C&W) Department of Samastipur Division.

CHAPTER -II

Existing Setup:-

The actual staff strength of Ancillary staff of Mechanical (C&W) Department of Samastipur Division is 30 against the sanctioned strength of 50 with vacancy of 20.

There are many offices under Sr. DME (C&W):-

Sl. No.	Section
1.	DRM office SPJ
2.	C&W Depot SPJ
3.	C&W Depot DBG
4.	C&W Depot JYG
5.	C&W Depot SHC
6.	C&W Depot RXL
7.	C&W Depot NKE

Duties of Ancillary staff of Mechanical Department:-

1. Carpentry work
2. Trimming work
3. Painting work
4. Carriage Cleaning work
5. Assisting work

CHAPTER-III

BOS-50

MOR-30

Vacancy-20

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

2.1.0 Ancillary staff of Mechanical (C&W) Department Samasipur Division is working under the control of Sr.DME/C&W/SPJ. To arrive at a factual conclusion on requirement of ancillary staff for Mechanical (C&W) 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 Ancillary staff of Mechanical (C&W) department of Samastipur Division. It is very difficult to assess the efficiency of Ancillary staff of Mechanical (C&W) department of Samastipur Division as quantum of work, and different sections are places 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 ancillary staff of Mechanical (C&W) is given below:-

Sl. No.	Section	Post	Level	Sanction Strength	Men on Roll	Vacancy
01	Mechanical C&W	MCM (Carpenter)	L-6	06	01	05
02		Carpenter-I	L-5	05	05	00
03		Carpenter-II	L-4	00	00	00
04		Carpenter-III	L-II	00	00	00
05		MCM (Trimmer)	L-6	04	01	03
06		Trimmer -I	L-5	04	01	03
07		Trimmer -II	L-4	01	02	+01
08		Trimmer -III	L-II	00	00	00
09		MCM (Black Smith)	L-6	03	02	01
10		Black Smith -I	L-5	05	01	04
11		Black Smith -II	L-4	01	03	+02
12		Black Smith -III	L-II	00	00	00
13		MCM (Welder)	L-6	03	02	01
14		Welder -I	L-5	02	02	00
15		Welder -II	L-4	01	01	00
16		Welder -III	L-II	00	00	00
17		MCM (Painter)	L-6	03	02	01
18		Painter -I	L-5	03	00	03
19		Painter -II	L-4	01	02	+01
20		Painter -III	L-II	01	01	00
21		MCM (C.C. Jamadar)	L-6	01	00	01
22		C.C. Jamadar -I	L-5	01	01	00
23		C.C. Jamadar -II	L-4	00	00	00
24		C.C. Jamadar -III	L-II	00	00	00
25		Saloon Attendant	L-4	01	00	01
26		Saloon Attendant	L-II	01	01	00
27		Saloon Attendant	L-I	02	01	01
28		Jeep Driver	L-II	01	01	00
	Total			50	30	20

On the above position work study team observed that, the 38 ancillary staff are required for present work load. Hence, work study team observed and discussion with concerning authority, that 12 posts of ancillary staff (05 posts of Carpenter-I, 02 posts of Trimmer-I, 01 post of Trimmer-II, 01 post of Painter -II, 01 post of C.C. Jamadar-1 and 02 posts of Saloon Attendant) may be recommended for surrender.

CHAPTER -IV

Recommendation :-

As there is no yardstick for calculation of ancillary staff of Mech.(C&W) The work study team has made its assessment of staff on the need base , it is observed that the 12 posts of ancillary staff (05 posts of Carpenter-I, 02 posts of Trimmer-I, 01 post of Trimmer-II, 01 post of Painter -II, 01 post of C.C. Jamadar-I and 02 posts of Saloon Attendant). The 12 posts of ancillary staff (05 posts of Carpenter-I, 02 posts of MCM (Trimmer), 01 post of Trimmer-II, 01 post of Painter -II, 01 post of C.C. Jamadar-I and 02 posts of Saloon Attendant) is excess than requirement.

Total Sanction Strength = 50

Total Men on Roll = 30

Total Staff required = 38

Excess Staff = 50-38 = 12 Staff

After going through the requirement of staff ,the work study team observed that the 12 posts of ancillary staff (05 posts of Carpenter-I, 02 posts of Trimmer-I, 01 post of Trimmer-II, 01 post of Painter -II, 01 post of C.C. Jamadar-I and 02 posts of Saloon Attendant) are recommended for surrender and financial saving will be Rs 94.29 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.	Carpenter-I	L-5	60750	10327.5	71077.5	05	4264650
2.	Trimmer-I	L-5	60750	10327.5	71077.5	02	1705860
3.	Trimmer-II	L-4	53300	9061.00	62361	01	748332
4.	Painter -II	L-4	53300	9061.00	62361	01	748332
5.	C.C. Jamadar-I	L-5	60750	10327.5	71077.5	01	852930
6.	Saloon Attendant	L-2	41550	7063.50	48613.5	01	583362
7.	Saloon Attendant	L-1	37450	6366.50	43816.50	01	525798
Total Total							9429264 i.e 94.29 Lakh only

CHAPTER VI

Summary:-

After critically examining the work load of Ministerial staff of Mechanical (C&W) Department of Samastipur Divison, the work study team proposes as below:-

S.No.	Designation	BOS	Man on Roll	Requirement as per WS	Proposed surrender	Remark
1.	Carpenter-I	05	05	00	05	12 posts of ancillary staff (05 posts of Carpenter-I, 02 posts of Trimmer-I, 01 post of Trimmer-II, 01 post of Painter -II, 01 post of C.C. Jamadar-I and 02 posts of Saloon Attendant) may recommended for surrender
2.	Trimmer-I	04	01	02	02	
3.	Trimmer-II	01	02	00	01	
4.	Painter -II	01	02	00	01	
5.	C.C. Jamadar-I	01	01	00	01	
6.	Saloon Attendant	01	01	00	01	
7.	Saloon Attendant	02	01	01	01	
Total		15	13	03	12	

Total posts proposed for surrender = 12

Annexure -I

Sanction Strength of Ancillary staff of Mechanical Department of Samastipur Division as on 08.09.2020.

Sl. No.	Section	Post	Level	Sanction Strength	Men on Roll	Vacancy
01	Mechanical C&W	MCM (Carpenter)	L-6	06	01	05
02		Carpenter-I	L-5	05	05	00
03		Carpenter-II	L-4	00	00	00
04		Carpenter-III	L-II	00	00	00
05		MCM (Trimmer)	L-6	04	01	03
06		Trimmer -I	L-5	04	01	03
07		Trimmer -II	L-4	01	02	+01
08		Trimmer -III	L-II	00	00	00
09		MCM (Black Smith)	L-6	03	02	01
10		Black Smith -I	L-5	05	01	04
11		Black Smith -II	L-4	01	03	+02
12		Black Smith -III	L-II	00	00	00
13		MCM (Welder)	L-6	03	02	01
14		Welder -I	L-5	02	02	00
15		Welder -II	L-4	01	01	00
16		Welder -III	L-II	00	00	00
17		MCM (Painter)	L-6	03	02	01
18		Painter -I	L-5	03	00	03
19		Painter -II	L-4	01	02	+01
20		Painter -III	L-II	01	01	00
21		MCM (C.C. Jamadar)	L-6	01	00	01
22		C.C. Jamadar -I	L-5	01	01	00
23		C.C. Jamadar -II	L-4	00	00	00
24		C.C. Jamadar -III	L-II	00	00	00
25		Saloon Attendant	L-4	01	00	01
26		Saloon Attendant	L-II	01	01	00
27		Saloon Attendant	L-I	02	01	01
28		Jeep Driver	L-II	01	01	00
	Total			50	30	20