



EAST CENTRAL RAILWAY

WORK STUDY REPORT
ON

To assess the utility of Cook of Mechanical
(P) Department of Dhanbad Division

EFFICIENCY CELL
EAST CENTRAL RAILWAY
HAJIPUR

STUDY NO. ECR/EFF./WSR/DHN/20-21/22

**REVIEW
OF
STAFF STRENGTH
OF
COOK
OF
MECHANICAL DEPARTMENT
OF
DHANBAD DIVISION**

(ECR/Effi/WSR/DHN/20-21/22)

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**WORK STUDY CELL
EAST CENTRAL RAILWAY
HAJIPUR**

EXECUTIVE SUMMARY

Study No.	ECR/Eff/WSR/DIIN/20-21/22
Subject	REVIEW OF STAFF STRENGTH OF COOK OF MECHANICAL DEPARTMENT OF DHANBAD DIVISION
Area	DHANBAD
Division	DHANBAD
Department	MECHANICAL
Terms of Reference	Assessment of Man Power requirement
Total No. of Recommendations	01
No. of posts recommended for surrender	04
Financial Implication	23.33 LAC
Month of Circulation	January 2021

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TERMS OF REFERENCE

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

- a. To review staff strength of Cook of Mechanical Department of Dhanbad Division with a view to identify the surplus manpower in different units.
- b. To assess the effective utilization of Cook of Mechanical Department of Dhanbad Division .

METHODOLOGY ADOPTED

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

- Discussion with Sr. DEE/OP
- Discussion with Sr. DME/C&W
- Discussion with AEE/OP
- Discussion with SSE/DHN, GMO etc.
- Data collection and its analysis to find out the factual status & existing work load.
- Reassessment of manpower requirement by applying need base.

SYNOPSIS

1. Indian Railways is one of the biggest transportation organizations 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 Cook of Mechanical Department of Dhanbad 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 Cook of Mechanical Department of Dhanbad Division is done by Cook, in particular this work study has been conducted to review the staff strength of Cook of Mechanical Department of Dhanbad Division .

CHAPTER -II

Existing Setup:-

The actual staff strength of Cook Mechanical Department of Dhanbad Division is 05 against the sanctioned strength of 10 with vacancy of 05.

There are many offices Running room under Sr. DME (P):-

Sl. No.	Section
1.	Running room DHN
2.	Running room GMO
3.	Running room DTO
4.	Running room PEH
5.	Running room SGRL
6.	Running room PTRU
7.	Running room KTH
8.	Running room CPU
9.	Running room BRWD
10.	Running room HZBN
11.	Running room BRKA

Duties of Cook of Mechanical(P) Department of Dhanbad Division :-

1. Cook makes meal for Driver and Guard.

CHAPTER-III

BOS-10

MOR-05

Vacancy-05

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

2.1.0 Cook of Mechanical (P) Department of Dhanbad Division is working under the control of Sr.DME and Sr.DEE/OP/DHN. To arrive at a factual conclusion on requirement of Cook of Mechanical(P) Department of Dhanbad 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 Cook of Mechanical(P) Department of Dhanbad Division. It is very difficult to assess the efficiency of Cook of Mechanical (P) Department of Dhanbad 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 Cook of Mechanical(P) Department of Dhanbad Division is given below:-

Sl. N o.	Section	Post	Level	Sanction Strength	Men on Roll	Vacancy
01	Mechanical (P)	Cook	L-2	10	05	05
	Total			10	05	05

On the above position work study team observed that, the 06 Cook of Mechanical(P) Department of Dhanbad Division are required for present work load. Hence, work study team observed and discussion with concerning authority, that 04 posts of Cook of Mechanical(P) Department of Dhanbad Division may be recommended for surrender.

CHAPTER -IV

Recommendation :-

As there is no yardstick for calculation of Cook of Mechanical(P) Department of Dhanbad Division. Work study team made its assessment on need base, it is observed that the 04 posts of Cook of Mechanical(P) Department of Dhanbad Division is excess than requirement.

Total Sanction Strength	= 10
Total Men on Roll	= 05
Total Staff required	= 06
Excess Staff	=10-06 = 04 Staff

After going through the requirement of staff, the work study team observed that the 04 posts of Cook of Mechanical(P) Department of Dhanbad Division are recommended for surrender and financial saving will be Rs 23.33 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.	Cook	L-2	41550	7064	48615	04	2333520
Total Total							2333520 ie.23.33 Lakh only

CHAPTER VI

Summary:-

After critically examining the work load of Cook of Mechanical(P) Department of Dhanbad Division the work study team proposes as below:-

S.No.	Designation	BOS	Man on Roll	Requirement as per WS	Proposed surrender	Remark
1.	Cook	10	05	06	04	04 posts of Cook may recommended for surrender
Total		10	05	06	04	

Total posts proposed for surrender = 04

Annexure -I

Sanction Strength of Cook of Mechanical(P) Department of Dhanbad Division
as on 15.12.2020.

Sl. No	Section	Post	Level	Sanction Strength	Men on Roll	Vacancy
01	Mechanical (P)	Cook	L-2	10	05	05
	Total			10	05	05