



EAST CENTRAL RAILWAY

WORK STUDY REPORT
ON

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

EFFICIENCY CELL
EAST CENTRAL RAILWAY
HAJIPUR

STUDY NO. ECR/EFF./WSR/SPJ/20-21/06

**REVIEW
OF
STAFF STRENGTH
OF
MINISTERIAL STAFF
OF
MECHANICAL(C&W) DEPARTMENT
OF
SAMASTIPUR DIVISION
(ECR/Eff/WSR/SPJ/20-21/06)**

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

EXECUTIVE SUMMARY

Study No.	ECR/Effi/WSR/SPJ/20-21/06
Subject	REVIEW OF STAFF STRENGTH OF MINISTERIAL 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	08
Financial Implication	83.00 LAC
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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 organisation 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 Mechanical 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 modernisation 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.

TERMS OF REFERENCE

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

- a. To review staff strength of Ministerial 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 Ministerial 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.

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 ministerial staff is computerised in particular this work study has been conducted to review the staff strength of Ministerial staff of Mechanical (C&W) Department of Samastipur Division.

CHAPTER -II

Existing Setup:-

The actual staff strength of Ministerial staff of Mechanical (C&W) Department of Samastipur Division is 60 against the sanctioned strength of 95 with vacancy of 35.

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 Ministerial staff of Mechanical Department:-

- 1 Supervision over the works in Sr. DME office, RTI, Cash Imprest and Quarter.
2. All works like planning vehicle, DS-8 etc.
3. Theft report and other official correspondence.
4. All works of spare parts cell/Coaches.
5. All works of main tool room.
6. All works related to store, uniform stationery etc.
7. DAR,
8. TA & OT.
9. Pass, PTO, Union, Inspection.
10. Confidential work, Award and Entertainment related works.
11. Leave Record.
12. Receipt/Dispatch works related to telephone, Union and Budget.
13. Pit infrastructure development work.
14. Settlement work
15. Tender uploading, opening, TC Minutes.
16. Letter of Acceptance
17. Bill passing of mechanized coach cleaning
18. Training of Staff
18. ART, ARME Crane 140 ton.
19. Disaster management work
20. Budget grant
21. MPP, MCDO etc.
22. M&P works programmes
23. Goods and coaching related works
24. EnHM Related works.
25. Bio toilet correspondence work.

CHAPTER-III

BOS-95

MOR-60

Vacancy-35

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

2.1.0 Ministerial staff of Mechanical (C&W) Department Samasipur Division is working under the control of Sr.DME/C&WSPJ. To arrive at a factual conclusion on requirement of ministerial 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 Ministerial staff of Mechanical (C&W) department of Samastipur Division. It is very difficult to assess the efficiency of Ministerial 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 ministerial staff of Mechanical (C&W) and Diesel lobby is given below:-

Sl. No.	Section	Post	Level	Sanction Strength	Men on Roll	Vacancy
01	Mechanical C&W & Diesel lobby	Ch.OS	L-7	18	15	03
02		OS	L-6	51	27	24
03		Sr.Clerk	L-5	13	04	09
04		Jr.Clerk	L-2	13	14	+01
	Total			95	60	35

On the above position work study team observed that, the 87 ministerial staff are required for present work load. Hence, work study team observed and discussion with concerning authority, that 08 posts of OS may be recommended for surrender.

CHAPTER -IV

Recommendation :-

As there is no yardstick for calculation of ministerial staff of Mech.(C&W) The work study team has made its assessment of staff on the need base , it is observed that the 08 posts of OS may be recommended for surrender. The 08 posts of OS is excess than requirement.

Total Sanction Strength = 95

Total Men on Roll = 60

Total Staff required = 87

Excess Staff = 95-87 = 08 Staff

After going through the requirement of staff ,the work study team observed that the 08 posts of OS are recommended for surrender and financial saving will be Rs 83.00 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	OS	L-6	73900	12563	86463	08	8300448
Total Total						08	8300448 i.e 83.00 Lakh only

CHAPTER VI

Summary:-

After critically examining the work load of Ministerial staff of Mechanical (C&W) 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.	OS	51	27	43	08	08 posts of OS may be recommended for surrender
Total		51	27	43	08	

Total posts proposed for surrender = 08

Annexure -I

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

Sl NO.	Category	Scale	Grade pay	Level	Sanctioned Strength	Men on Roll	vacancy
1.	COS	9300-34800	4600	L-7	18	15	03
2.	OS	9300-34800	4200	L-6	51	27	24
3.	Sr. Clerk	5200-20200	2800	L-5	13	04	09
4.	Jr. Clerk	5200-20200	1900	L-2	13	14	+01
Total					95	60	35