



EAST CENTRAL RAILWAY

WORK STUDY REPORT

ON

To assess the utility of Carpenter & Record lifter of
Mechanical (P) Department of Samastipur Division.

EFFICIENCY CELL

EAST CENTRAL RAILWAY

HAJIPUR

STUDY NO. ECR/EFF./WSR/SPJ/20-21/08

**REVIEW
OF
STAFF STRENGTH
OF
CARPENTER & RECORD LIFTER
OF
MECHANICAL(P) DEPARTMENT
OF
SAMASTIPUR DIVISION
(ECR/Eff/WSR/SPJ/20-21/08)**

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

EXECUTIVE SUMMARY

Study No.	ECR/Eff/WSR/SPJ/20-21/08
Subject	REVIEW OF STAFF STRENGTH OF CARPENTER & RECORD LIFTER OF MECHANICAL (P) 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	02
Financial Implication	13.78 LAC
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TERMS OF REFERENCE

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

- (1) To review staff strength of Carpenter & Record lifter of Mechanical (P) Department of Samastipur Division, with a view to identify the surplus manpower in different units.
- (2) To assess the effective utilization of Carpenter & Record lifter of Mechanical (P) Department of Samastipur Division.

METHODOLOGY ADOPTED

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

- Discussion with DME/P
- Discussion with AME/P
- Discussion with CCC/SPJ and DBG
- Data collection and its analysing 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 Carpenter and record lifter of Mechanical/P Department of Samastipur Division with a view to assess the staff requirement as per the existing workload.
4. Mechanical /P 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 Carpentry work (as like door fitting, window fitting and all wooden work) and Recordkeeping work (as like maintain official record) are done by carpenter and record lifter .

CHAPTER –II

Existing Setup:-

The actual staff strength of Carpenter & Record Lifter of Mechanical (P) Department of Samastipur Division is zero (nil) against the sanctioned strength of 02 with vacancy of 02.

There are many offices under DME (P):-

Sl. No.	Section
1.	DRM office SPJ
2.	CC SPJ
3.	CC DBG
4.	CC JYG
5.	CC SHC
6.	CC RXL
7.	CC NKE

Duties of Carpenter and record lifter of Mechanical(P) Department:-

1. Carpentry work like door fitting, window fitting and all wooden works are being done by Carpenter in DME/P office, CC Controller office & all Running rooms of Samastipur.
2. Record keeping work are being done by Record lifter to maintain all official record of DME/P office, all CC Controller office and Running Room office of Samastipur.

CHAPTER-III

BOS-02

MOR-00

Vacancy-02

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

2.1.0 Carpenter and record lifter of Mechanical (P) Department Samasipur

Division is working under the control of DME/P/SPJ. To arrive at a factual conclusion on requirement of Carpenter and record lifter for Mechanical (P) 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 Carpenter and record lifter of Mechanical (P) department of Samastipur Division. It is very difficult to assess the efficiency of Carpenter and record lifter of Mechanical (P) 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 Carpenter & Record lifter of Mechanical (P) is given below:-

Sl. No.	Section	Post	Level	Sanction Strength	Men on Roll	Vacancy
01	Mechanical /P	Carpenter	L-5	01	00	01
02		Record lifter	L-1	01	00	01
	Total			02	00	02

On the above position work study team observed that, the Work of Carpenter & Record lifter should be outsourced and after outsourcing the 01 vacant post of carpenter and 01 vacant post of Record lifter may be surrendered.

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 the 01 vacant post of carpenter and 01 vacant post of Record lifter may be recommended for surrender.

Total Sanction Strength = 02

Total Men on Roll = 00

Total Staff required = 00

Excess Staff = 02-00 = 02 Staff

After going through the requirement of staff, the work study team observed that the 01 vacant post of carpenter and 01 vacant post of Record lifter may be recommended for surrender and financial saving will be Rs 13.78 Lac per annum.

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	L-5	60750	10328	71078	01	852936
2	Record lifter	L-1	37450	6367	43817	01	525804
Total						02	1378740 ie 13.78 Lakh only

CHAPTER VI

Summary:-

After critically examining the work load of Carpenter & Record lifter of Mechanical (P) Department of Samastipur Divison, the work study team proposes as below:-

S.No	Designation	BO S	Ma n on Roll	Requiremen t as per WS	Propose d surrende r	Remark
1.	Carpenter	01	00	00	01	01 post of Carpenter may be recommende d for surrender
2	Record lifter	01	00	00	01	01 post of Record lifter may be recommende d for surrender
Total		02	00	00	02	

Total posts proposed for surrender = 02

Annexure -I

Sanction Strength of Carpenter & Record lifter of Mechanical (P) Department of Samastipur Division as on 08.09.2020.

Sl NO.	Category	Scale	Grade pay	Level	Sanctioned Strength	Men on Roll	vacancy
1.	Carpenter	5200-20200	2800	L-5	01	00	01
2.	Record lifter	5200-20200	1800	L-1	01	00	01
	Total				02	00	02