



EAST CENTRAL RAILWAY

**WORK STUDY REPORT
ON**

**To assess the utility of Assistant Depot Store
Of Store Department Samastipur .**

**EFFICIENCY CELL
EAST CENTRAL RAILWAY
HAJIPUR**

STUDY NO. ECR/EFF./WSR/SPJ/20-21/15

**REVIEW
OF
STAFF STRENGTH
OF
HELPER/KHALASI/ASSISTANT DEPOT STORE
OF
STORE DEPARTMENT
SAMASTIPUR**

(ECR/Effi/WSR/SPJ/20-21/15)

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

EXECUTIVE SUMMARY

| | |
|---|--|
| Study No. | ECR/Effi/WSR/SPJ/20-21/15 |
| Subject | REVIEW OF STAFF STRENGTH OF HELPER/KHALASI ASSISTANT DEPOT STOREOFSTORE DEPARTMENT OF SAMASTIPUR. |
| Area | SAMASTIPUR |
| Division | SAMASTIPUR |
| Department | STORE |
| Terms of Reference | Assessment of Man Power requirement |
| Total No. of Recommendations | 01 |
| No. of posts recommended for surrender | 26 |
| Financial Implication | 136.70 LAC |
| Month of Circulation | DECEMBER 2020 |

Chapter- I

Introduction:-

1. Materials play as important role in Railways both in production of new assets and maintenance of existing assets. Therefore, their continuous availability is a prime requirement for any successful organization.

2. Store Depot samastipur is situated at a distance of about 200 meters from Railway Station Samastipur, it was established to procure deferment materials from manufacturing units and to distribute them to different stations and Depots, units etc. It is under administrative control of Chief Material Manager, East Central Railway, Hajipur. The jurisdiction of Store Depot is over E.C. Railway.

3. Methodology:-

- Discussion with SMM(D)/SPJ.
- Discussion with AMM(D)/SPJ.
- Discussion with APO(W)/SPJ.
- Assessment of work load.

Chapter- II

Existing Setup:-

BOS - 161

MOR - 125

Vacancy- 36

The actual staff strength of SMM(D)/SPJ is 125 against the sanctioned strength of 161 (Annuxure-) as per data given by SMM(D)/SPJ. There are 14 wards and 12 Sections under SMM(D)/SPJ given as below:-

Wards:-

1. C&W Ward M.G.
2. C&W Ward B.G
3. Electrical ward
4. S&T Ward
5. Bed roll/Linen item ward
6. Stationary item and nut bolt ward
7. Bed roll /Linen item ward
8. Stationary item and nut bolt ward
9. Petroleum & Diesel ward
10. Mild steel sheet ward
11. Liquid soap, Ply, Tripal etc.
12. Wagon construction ward.
13. Receipt ward.
14. Despatch ward

The total area of wards is about 2750 square meter.

Sections:-

1. CDMS(G) Section
2. Sell Section
3. Receipt section
4. Wagon construction Section
5. Scrap Section

6. New Scrap Section
7. Dispatch section
8. Ledger section
9. General Section
10. Computer Section
11. Local purchase Section
12. Establishment Section

The total area of sections is about 617 square meter

Link road is about 2700 square meter

Chapter- III

Critical Analysis:-

BOS _ 161 MOR - 125 Vacancy - 36

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

2.1.0 ADS of store Department Samasipur is working under the control of SMM(D)/SPJ. To arrive at a factual conclusion on requirement of ADS of store Department Samasipur. 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 ADS of store Department Samasipur. It is very difficult to assess the efficiency of ADS of store Department Samasipur as quantum of work, and different sections and wards 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.

On the above position work study team observed that, the 135 ADS are required for present work load. Hence, work study team observed and discussion with concerning authority, that 26 posts of ADS of store Department Samasipur may be recommended for surrender.

At present sanctioned strength is = 161

At present men on roll is =125

At present requirement = 135

Excess Staff

$161 - 135 = 26$

CHAPTER -IV

Recommendation :-

As there is no yardstick for calculation of Helper/Khalasi/ADS (Assistant depot store). The work study team has made its assessment of staff on the need base, it is observed that 26 posts of Helper/Khalasi/ADS (Assistant depot store) may be recommended for surrender. These 26 posts of Helper/Khalasi/ADS (Assistant depot store) are excess than requirement.

Total Sanction Strength = 161

Total Men on Roll = 125

Total Staff required = 135

Excess Staff = 161-135 = 26 Staff

After going through the requirement of staff, the work study team observed that the 26 posts of Helper/Khalasi/ADS (Assistant depot store) are recommended for surrender and financial saving will be Rs 136.70 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 | Helper/Khailasi/ADS (Assistant depot store) | L-1 | 37450 | 6367 | 43817 | 26 | 13670904 |
| Total | | | | | | 26 | 13670904 i.e 136.70 Lakh only |

CHAPTER VI

Summary:-

After critically examining the work load of Helper/Khalasi/ADS (Assistant depot store) of store Department Samastipur , the work study team proposes as below:-

| S.No | Designation | BOS | Ma n on Rol l | Requireme nt as per WS | Proposed surrender | Remark |
|-------|--|-----|---------------------------|------------------------------|-----------------------|--|
| 1. | Helper/Khalasi/ADS (Assistant depot store) | 161 | 125 | 135 | 26 | 26 vacant posts of Helper/Khalasi/ADS (Assistant depot store) may be recommended for surrender |
| Total | | 161 | 125 | 135 | 26 | |

Total posts proposed for surrender = 26

Annexure -1

Sanction Strength of Helper/Khalasi/ADS (Assistant depot store) of Store department Samastipur as on 07.12.2020.

| Sl NO. | Category | Scale | Grade pay | Sanctioned Strength | Men on Roll | vacancy |
|--------|--|------------|-----------|---------------------|-------------|---------|
| 1 | Helper/Khalasi/ADS (Assistant depot store) | 5200-20200 | 1800 | 161 | 125 | 36 |
| | | | | 161 | 125 | 36 |