



WORK STUDY REPORT  
ON REVIEW OF  
CANTEEN STAFF OF PERSONNEL DEPARTMENT WORKING  
IN DIFFERENT HQ CONTROLLED UNITS  
OVER NORTHERN RAILWAY  
2021-22

WORK STUDY TEAM

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GUIDANCE  
BY

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SWSO

DATE OF COMMENCEMENT: 27.09.2021  
DATE OF COMPLETION : 04.10.2021

No. 16-CP/07/WS/21-22

Central Planning Cell,  
Northern Railway,  
Headquarters Office,  
Baroda House, New Delhi.

## EXECUTIVE SUMMARY

This study was allotted to the Central Planning Cell, HQ office to identify redundant/unproductive activities of canteen staff under the control of personnel department working in different Hq. controlled units over Northern Railway.

### STAFF POSITION

The total sanctioned and on roll strength of different category of Canteen staff of personnel department working in different Hq controlled units over Northern Railway is as under:-

S. No.	Category	S/S	O/R	Vacancy
1	Head Canteen Manager/ Master Cook	10	07	03
2	Canteen Manager/ Sr. Cook/Store Keeper	15	02	13
3	Asstt. Canteen Manager/ Coupon Clerk	08	02	06
4	Asstt. Canteen Manager/ Store Keeper/ Cook/Halwai	07	01	06
5	Asstt. Cook/Asstt. Halwai /Asstt. Canteen	67	48	19
Total		107	60	47

No. of posts identified as surplus and recommended for surrender: -

Gr. 'C' = 22 posts  
Gr. 'D' = 34 posts  
Total = 56 posts

### FINANCIAL IMPLICATIONS

Anticipated recurring savings = ₹ 201.93 lakh per annum.  
Capital saving = Nil  
Total = ₹ 201.93 lakh per annum



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## SYNOPSIS

Indian Railways is the one of the largest system in the world under a single management with a network spread all over the country. With humble beginning in 1853, the railways have served the nation as the principle mode of transport. Railway is the cheapest mode of transport in the country. Its two fold objectives are to transport passengers and freight traffic from one place to another place. Indian railways play a vital role not only to compete with road transport but also globally with other railways of the world.

The adoptions of technological up gradations have become inevitable and at the same time, it is very challenging due to financial constraints. The efforts of modernization can also be seen in Canteen services also e.g. 02 IRCTC controlled canteens are working simultaneously at Headquarter Office, Baroda House and Northern Railway Central Hospital, New Delhi successfully. Since the establishment charges of employees have escalated considerably, the manpower review exercises are undertaken from time to time to achieve zero growth in manpower expenditure. The canteen staff controlled by Personnel department of Hq are deployed at COFMOW, Railway Board & 12 headquarter controlled units, i.e. P. Press, NRCH, NRHQ, GSD/SSB, IRCA/NDLS, TA/NDLS, Signal Workshop/GZB, TA/JUC, DBSI, BSB/Claim, Const./KG & NDCR.

Keeping in view of above, SDGM/NR has assigned the work study on "Review of canteen staff of personnel department working in different Hq. controlled units over Northern Railway" to identify redundant and unproductive activities vis-à-vis existing workload.

The work study team conducted a review and identified **56** posts as surplus and recommended for surrender. The implementation of the recommendations contained in the report will yield recurring saving to the tune of Rs. 201.93 lakh per annum, if implemented in toto.

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## SUMMARY OF RECOMMENDATIONS

Rec No	Recommendations	Refer Para no.	Accepting/ Implementing authority																								
1.	<p>It is proposed that 56 posts of Canteen staff of Personnel Department working in different Hq controlled units over Northern Railway and recommended for surrender.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Category</th> <th style="text-align: center;">Gr. Rs.</th> <th style="text-align: center;">Identified surplus</th> </tr> </thead> <tbody> <tr> <td>Head Canteen Manager</td> <td style="text-align: center;">9300-34800-4200</td> <td style="text-align: center;">02</td> </tr> <tr> <td>Canteen Manager</td> <td style="text-align: center;">5200-20200-2400</td> <td style="text-align: center;">08</td> </tr> <tr> <td>Canteen Manager/Store Keeper</td> <td style="text-align: center;">5200-20200-2000</td> <td style="text-align: center;">05</td> </tr> <tr> <td>Asstt. Canteen Manager/ Coupon Clerk</td> <td style="text-align: center;">5200-20200-1900</td> <td style="text-align: center;">06</td> </tr> <tr> <td>Sr. Cook</td> <td style="text-align: center;">5200-20200-2400</td> <td style="text-align: center;">01</td> </tr> <tr> <td>Asstt. Canteen</td> <td style="text-align: center;">5200-20200-1800</td> <td style="text-align: center;">34</td> </tr> <tr> <td colspan="2" style="text-align: center;">Total</td> <td style="text-align: center;">56</td> </tr> </tbody> </table>	Category	Gr. Rs.	Identified surplus	Head Canteen Manager	9300-34800-4200	02	Canteen Manager	5200-20200-2400	08	Canteen Manager/Store Keeper	5200-20200-2000	05	Asstt. Canteen Manager/ Coupon Clerk	5200-20200-1900	06	Sr. Cook	5200-20200-2400	01	Asstt. Canteen	5200-20200-1800	34	Total		56	2.8.0	Dy.CPO/HQ
Category	Gr. Rs.	Identified surplus																									
Head Canteen Manager	9300-34800-4200	02																									
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Sr. Cook	5200-20200-2400	01																									
Asstt. Canteen	5200-20200-1800	34																									
Total		56																									

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### *ACKNOWLEDGEMENT*

The work study team is highly grateful to Shri Vijay Kumar Dy. CPO/Hq's office, Baroda House, New Delhi and other functionaries for providing relevant data/information and for giving valuable guidance, co-operation to the team during the conduct of study.

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## **1.0.0 INTRODUCTION**

With the objective to provide quality food and snacks to working staff, canteen services were introduced in Railway Offices/Workshops under Staff Benefit Fund. These canteen services are run on "no-loss no-profit" basis. Canteens on Indian Railways are of two types, viz:

- a. Statutory
- b. Non-statutory (recognized).

### **(a) Statutory Canteens:**

Under Section 46 of the Factories Act, 1948, it is incumbent on the employer to set up canteens in establishments which are governed by this Act and employ more than 250 workers.

### **(b) Non-Statutory (recognized) canteens:**

These canteens are set up as a welfare measure. Canteens are set up where the staff strength is 100 or more and where the staff strength is not less than 25 but less than 100. Tiffin rooms are set up. These canteens are run on "no-loss no-profit" basis.

The provision of Section 46 of the Factories Act, 1948 impose statutory obligation on the Railway Administration to provide and maintain canteens in Railway Establishments, which are governed by the factories Act and employ more than 250 persons.

Canteen service on Indian Railways is of utmost importance and recognizing this as one of the most important staff welfare scheme. The Railways realize this and have incorporated their responsibility towards the employees.

- 1.1.0 Consequently, SDGM/NR directed the Central Planning Cell, HQ Office, to conduct a work study on "Review of Canteen staff of Personnel Department working in different Hq controlled units over Northern Railway" with a view to improve manpower productivity and economy.

## **1.2.0 TERMS OF REFERENCE:**

The following terms of references were adopted for conduct of the study:-

1. To review staff strength vis-à-vis existing workload.
2. To identify redundant/unproductive activities with a view to eliminate wasteful expenditure
3. To suggest ways and means to improve the efficiency and productivity of the system

## **1.3.0 METHODOLOGY ADOPTED**

The following techniques of work study were adopted to conduct the study:-

1. Data collection of existing workload.
2. Work sampling, physical observation, spot checks, analytical estimation, prevailing yardstick in vogue if any, to assess the actual requirement.
3. Held discussions at various levels.

## 2.0.0 BRIEF DESCRIPTION OF TYPIST STAFF OF 'P' BRANCH, STAFF POSITION, CRITICAL ANALYSIS, REQUIREMENT OF STAFF & RECOMMENDATIONS

### 2.1.0

Northern Railway is an important Zonal Railway of Indian Railways. Before formation of new zones, it was the largest Zonal Railway with eight divisions. At present Northern Railway have five divisions. The adoptions of technological up gradations have become inevitable and at the same time, it is very challenging due to financial constraints. The efforts of modernization can also be seen in Canteen services also. The Personnel Department of Northern Railway Headquarter office is providing canteen services in COFMOW, Railway Board & other 12 headquarter controlled units, i.e. P. Press, NRCH, NRHQ, GSD/SSB, IRCA/NDLS, TA/NDLS, Signal Workshop, GZB, TA/JUC, DBSI, BSB/Claim, Const./KG, NDCR.

02 IRCTC controlled canteens are working at Headquarter Office, Baroda House and Northern Railway Central Hospital, New Delhi successfully. Since the establishment charges of employees have escalated considerably, the manpower review exercises are undertaken from time to time to achieve zero growth in manpower expenditure.

### 2.2.0

#### **STAFF POSITION**

The team has collected the staff position of Canteen staff of Personnel Department working in different Hq controlled units over Northern Railway from Personnel Department and is tabulated as under:-

S. No.	Category	S/S	O/R	Vacancy
1	Head Canteen Manager	8	6	2
2	Canteen Manager	8	-	8
3	Canteen Manager/Store Keeper	7	2	5
4	Asstt. Canteen Manager/ Coupon Clerk	6	-	6
5	Master Cook	2	1	1
6	Sr. Cook	7	2	5
7	Cook/Halwai	1	-	1
8	Cook/Halwai	1	1	-
9	Asstt. Cook/Asstt. Halwai	2	3	1
10	Asstt. Canteen	65	45	20
Total		107	60	47

The above table reveals that 60 Canteen staff is on roll against the sanctioned strength of 107 and 47 posts are lying vacant.



### 2.3.0 **CRITICAL ANALYSIS**

2.3.1 The Work Study is confined to review the effective and economical utilization of canteen staff of Personnel Department working at different headquarter controlled units. No guidelines/yardstick is available in vogue for assessing the bare requirement of canteen staff, so their requirement has been assessed on the basis of existing workload to economize the system.

2.3.2 Since manpower is the biggest component of the expenditure of Indian Railways, rightsizing of manpower to reduce unit costs is an effective way to increase efficiency of Indian Railway.

2.3.5 The Canteen staff falls in non safety category. The workload of the Canteen staff at Headquarter Office Baroda House and Northern Railway Central Hospital has been reduced to some extent as 02 IRCTC controlled canteens are working successfully.

### 2.4.0 **YARDSTICK:**

No yardstick are available in vogue for assessing the bare requirement of Canteen staff, so their requirement has been assessed on the basis of existing workload to economize the system.

## 2.5.0 DEPLOYMENT OF STAFF

Deployment of existing canteen staff in different Units											
Units	Head Canteen Manager-4200	Canteen Manager -2400	Canteen Manager/ Store Keeper (2000)	Asstt. Canteen Manager/ Coupon Clerk /Store Keeper (1900)	Master Cook (4200)	Sr. Cook (2400)	Cook/ Halwai (2000)	Cook/ Halwai (1900)	Asstt. Cook/ Asstt. Halwai 1800	Asstt. Canteen- 1800	Total
P. Press	--	--	--	--	--	--	--	--	--	3	3
NRCH	--	--	--	--	--	--	--	--	--	3	3
NRHQ	2	--	2	--	--	1	--	--	1	21	27
SSB/ Store	--	--	--	--	--	--	--	--	--	1	1
IRCA/ NDLS	--	--	--	--	--	--	--	--	--	3	3
TA/ NDLS	1	--	--	--	1	--	--	--	1	5	8
S.W. shop	--	--	--	--	--	--	--	--	--	2	2
TA/ JUC	--	--	--	--	--	1	--	--	--	2	3
COFMOW	--	--	--	--	--	--	--	--	--	2	2
Rly Bd	--	--	--	--	--	--	--	--	--	1	1
DBSI	--	--	--	--	--	--	--	1	--	1	2
BSB/ Claim	1	--	--	--	--	--	--	--	--	--	1
CAO/KG	2	--	--	--	--	--	--	--	--	--	2
NDCR	--	--	--	--	--	--	--	--	1	1	2
Total	0	0	2	0	1	2	0	1	3	45	60

## 2.7.0 REQUIREMENT OF CANTEEN STAFF AND RECOMMENDATIONS

The Canteen staff is deployed in different headquarter controlled units over Northern Railway. These canteens are run on "no-loss no-profit" basis. There is a lot of change in the Canteen activities e.g. provision of simultaneous IRCTC Canteen services in Zonal Headquarters Office and Northern Railway Central Hospital, the workload has been reduced to some extent. Keeping above facts in view, the following staff at Staff Canteen is being proposed.

### 2.7.1 Northern Railway Headquarters Office:

S. No.	Category	No. of staff proposed	Description of work
1	Head Canteen Manager-4200	02	Incharge=01 Accounts & Coupon=01
2	Canteen Manager/ Store Keeper-2000	02	Counter=01 Telephone=01(blind)
3	Sr. Cook -2400	03	Preparation of lunch & snacks.
4	Cook/Halwai-1900	02	Preparation & sale of Tea & Coffee,
5	Asstt. Cook-1800	02	To work in kitchen for preparation of snacks/lunch.
6	Canteen Asstt.	15	With Cook for preparation of lunch, With Halwai for preparation of snacks, To deliver order in offices, For collection of used utensils and cleaning & housekeeping.
Total		26	
Add <a href="#">LR @12.5%</a> on 26		3.25	
Total		29.25 or say 29	

### 2.7.2 Traffic Accounts, New Delhi:

S. No.	Category	No. of staff proposed	Description of work
1	Head Canteen Manager-4200	01	Incharge, Accounts & Coupon=01
2	Master Cook-4200	01	For preparation of lunch, tea and snacks.
3	Canteen Asstt.	04	With Cook for preparation of tea, lunch and snacks, To deliver order in offices, For collection of used utensils and cleaning/housekeeping.
Total		06	
Add <a href="#">LR@12.5%</a> on 07		1.00	
Total		7.00	

### 2.7.3 Printing Press Punjabi Bagh:

S. No.	Category	No. of staff proposed	Description of work
1.	Canteen Asstt.	Nil	Printing Press Punjabi Bagh is under the process of closer hence no staff is proposed.
Total		Nil	

### 2.7.4 Northern Railway Central Hospital:

S. No.	Category	No. of staff proposed	Description of work
1.	Canteen Asstt.	03	For preparation of tea, coffee and snacks etc.
Total		03	

### 2.7.5 General Store depot Shakurbasti:

S. No.	Category	No. of staff proposed	Description of work
1.	Canteen Asstt.	01	For preparation of tea, coffee and snacks etc.
Total		01	

2.7.6 **IRCA New Delhi:**

S. No.	Category	No. of staff proposed	Description of work
1.	Canteen Asstt.	02	For preparation of tea, coffee and snacks etc.
Total		02	

2.7.7 **Signal Workshop Ghaziabad:**

S. No.	Category	No. of staff proposed	Description of work
1.	Canteen Asstt.	02	For preparation of tea, coffee and snacks etc.
Total		02	

2.7.8 **Traffic Account Office JUC:**

S. No.	Category	No. of staff proposed	Description of work
1.	Sr. Cook	01	Preparation of snacks.
2.	Canteen Asstt.	02	For preparation of tea & coffee.
Total		03	

2.7.9 **COFMOW:**

S. No.	Category	No. of staff proposed	Description of work
No Staff is proposed as the canteen is outsourced			

2.7.10 **Rly Board:**

S. No.	Category	No. of staff proposed	Description of work
1.	Canteen Asstt.	01	Working in MR Cell
Total		01	

2.7.11 **DBSI:**

S. No.	Category	No. of staff proposed	Description of work
No Canteen facility is being provided in DBSI. On roll 02 staff is engaged in other Shop activities. Hence no canteen staff is proposed.			

2.7.12

**BSB Claim:**

S. No.	Category	No. of staff proposed	Description of work
There is only 30 staff on roll at Claim office, BSB. Staff avails the canteen facility from the BSB station due to close vicinity. Hence no canteen staff is proposed.			

2.7.13

**Construction Office Kashmirigate:**

S. No.	Category	No. of staff proposed	Description of work
1	Hd. Canteen Manager	02	For preparation of tea, coffee and snacks etc.
Total		02	

2.7.14

**NDCR:**

S. No.	Category	No. of staff proposed	Description of work
1	Canteen Asstt.	01	For preparation of tea, coffee and snacks etc.
2	Asstt. Halwai/ Asstt cook	01	
Total		02	

## 2.8.0

Unit Wise Summary of Existing, Proposed and Surplus of Canteen staff of Personnel Department working in different Hq. controlled units over Northern Railway:

S. No.	Unit	Category	S/S	Proposed Strength	Identified Surplus
1.	NRHQ	Hd. Canteen Manager (4200)		03	- -
		Master cook (4200)		01	
		Sr. cook (2400)		05	
		Canteen Manager (2000)		02	
		Cook/Halwai (2000)		01	
		Cook/Halwai (1900)		01	
		Asstt. Halwai/ Asstt cook (1800)		01	
		Canteen Asstt (1800)		15	
2.	TA/NDLS	Hd. Canteen Manager (4200)		01	
		Master cook (4200)		01	
		Canteen Asstt (1800)		05	
3.	P. Press	-		-	
4.	NRCH	Canteen Asstt (1800)		03	
5.	SSB Store	Canteen Asstt (1800)		01	
6.	IRCA	Canteen Asstt (1800)		02	
7.	S W/ GZB	Canteen Asstt (1800)		02	
8.	TA JUC	Sr. Cook (2400)		01	
		Canteen Asstt (1800)		02	
9.	COFMOW	-		-	
10.	Rly Board	Canteen Asstt (1800)		01	
11.	DBSI	-		-	
12.	BSB Claim	-		-	
13.	CAO Off, K Gate	Hd. Canteen Manager (4200)		02	
14.	NDCR	Asstt. Halwai/Asstt. cook (1800)		01	
		Canteen Asstt (1800)		01	
Total			107	51	56

Category wise, Grade wise summary of Existing, Proposed and Surplus of Canteen staff of Personnel Department working in different Hq. controlled units over Northern Railway:

S. No.	Category	Grade Rs.	S/S	Proposed	Identified surplus
1	Head Canteen Manager	9300-34800-4200	08	06	02
2	Canteen Manager	5200-20200-2400	08	-	08
3	Canteen Manager/Store Keeper	5200-20200-2000	07	02	05
4	Asstt. Canteen Manager/ Coupon Clerk	5200-20200-1900	06	-	06
5	Master Cook	9300-34800-4200	02	02	-
6	Sr. Cook	5200-20200-2400	07	06	01
7	Cook/Halwai	5200-20200-2000	01	01	-
8	Cook/Halwai	5200-20200-1900	01	01	-
9	Asstt. Cook/Asstt. Halwai	5200-20200-1800	02	02	-
10	Asstt. Canteen	5200-20200-1800	65	31	34
Total			107	51	56



**RECOMMENDATION NO.1:**

It is proposed that following 56 posts of Canteen staff of Personnel Department working in different Hq controlled units over Northern Railway are identified for surplus and recommended for surrender.

S. No.	Category	Grade Rs.	Identified surplus
1	Head Canteen Manager	9300-34800-4200	02
2	Canteen Manager	5200-20200-2400	08
3	Canteen Manager/Store Keeper	5200-20200-2000	05
4	Asstt. Canteen Manager/ Coupon Clerk	5200-20200-1900	06
5	Master Cook	9300-34800-4200	-
6	Sr. Cook	5200-20200-2400	01
7	Cook/Halwai	5200-20200-2000	-
8	Cook/Halwai	5200-20200-1900	-
9	Asstt. Cook/Asstt. Halwai	5200-20200-1800	-
10	Asstt. Canteen	5200-20200-1800	34
Total			56

### 3.0.0 FINANCIAL IMPLICATIONS

3.1.0 The annual expenditure as per 7<sup>th</sup> CPC on sanctioned strength of Canteen staff of Personnel Department working in different Hq controlled units over Northern Railway is as under:-

S. No.	Category	Gr. Rs.	Monthly value per post in ₹	S/S	Annual expenditure in ₹
1	Head Canteen Manager	9300-34800-4200	52224	08	5013504
2	Canteen Manager	5200-20200-2400	37632	08	3612672
3	Canteen Manager/Store Keeper	5200-20200-2000	32064	07	2693376
4	Asstt. Canteen Manager/ Coupon Clerk	5200-20200-1900	29376	06	2115072
5	Master Cook	9300-34800-4200	52224	02	1253376
6	Sr. Cook	5200-20200-2400	37632	07	3161088
7	Cook/Halwai	5200-20200-2000	32064	01	384768
8	Cook/Halwai	5200-20200-1900	29376	01	352512
9	Asstt. Cook/Asstt. Halwai	5200-20200-1800	26560	02	637440
10	Asstt. Canteen	5200-20200-1800	26560	65	20716800
	<b>Total</b>			<b>107</b>	<b>39940608</b>

The above table reveals that the annual expenditure being incurred on 107 sanctioned strength of Canteen staff of Personnel Department working in different Hq controlled units over Northern Railway is ₹ 39940608/-

3.2.0 Proposed strength: The annual expenditure on the proposed strength of 51 Canteen staff of Personnel Department working in different Hq controlled units over Northern Railway is as under:-

S.N	Category	Grade Rs.	Monthly value per post in ₹	Prop staff	Annual expenditure in ₹
1	Head Canteen Manager	9300-34800-4200	52224	06	3760128
2	Canteen Manager	5200-20200-2400	37632	-	0
3	Canteen Manager/Store Keeper	5200-20200-2000	32064	02	769536
4	Asstt. Canteen Manager/ Coupon Clerk	5200-20200-1900	29376	-	0
5	Master Cook	9300-34800-4200	52224	02	1253376
6	Sr. Cook	5200-20200-2400	37632	06	2709504
7	Cook/Halwai	5200-20200-2000	32064	01	384768
8	Cook/Halwai	5200-20200-1900	29376	01	352512
9	Asstt. Cook/Asstt. Halwai	5200-20200-1800	26560	02	637440
10	Asstt. Canteen	5200-20200-1800	26560	31	9880320
	<b>Total</b>			<b>51</b>	<b>19747584</b>

The above table reveals that total annual expenditure on 51 proposed posts of Canteen staff of Personnel Department working in different Hq controlled units over Northern Railway will be reduced to ₹ 19747584/- instead of ₹ 39940608/- and net recurring saving will be ₹ 20193024 /- per annum.

### 3.3.0 ANTICIPATED RECURRING SAVING

S No	Category	Grade in ₹	Monthly in ₹	No. of posts identified for surrender	Total Annual Exp in ₹
1	Head Canteen Manager	9300-34800-4200	52224	02	1253376
2	Canteen Manager	5200-20200-2400	37632	08	3612672
3	Canteen Manager/Store Keeper	5200-20200-2000	32064	05	1923840
4	Asstt. Canteen Manager/ Coupon Clerk	5200-20200-1900	29376	06	2115072
5	Sr. Cook	5200-20200-2400	37632	01	451584
6	Asstt. Canteen	5200-20200-1800	26560	34	10836480
Total				56	20193024

No. of posts identified as surplus: -

Group 'C' = 22 posts

Group D' = 34 posts

Total = 56 posts

Anticipated recurring saving = ₹ 201.93 lakh per annum

Capital saving = Nil

Total saving = ₹ 201.93 lakh per annum

4.0.0

**WORK STUDY REPORT DETAILED CHART**

Department : Personnel

Name of study : Review of Canteen staff of Personnel Department working in different Hq controlled units over Northern Railway.

Activity Centre : 14 different units of Northern Railway.

SN	Sub activity	Brief description of workload	Actual staff deployed	Work Study recommendation	Brief description of workload
1	The Canteen staff of Personnel department is deployed COFMOW, Railway Board and at 12 other different units of Northern Railway to provide canteen services to staff.	In the Canteens of Baroda House and Central Hospital, lunch is also prepared in addition to snacks, biscuits, chips, namkeens, cold drink, tea, coffee and water bottles etc.	SS =107 O/R=60 Vac=47	After analyzing the existing workload, the work study team identified 56 posts of Canteen staff as surplus and recommended for surrendered.	The work study team considered the workload of Canteen staff at 14 different units.

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### **LIST OF ANNEXURES**

S.N.	Description	Annex. No.
1	Statement showing staff position of Canteen staff of Personnel Department working in different Hq controlled units over Northern Railway.	I
2	Letter to conduct work study No.16-CP/05/WS/2021-22 dt. 23/04/2021.	II

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## Annexure No I

STATEMENT SHOWING STAFF POSITION OF CANTEEN STAFF OF PERSONNEL DEPARTMENT WORKING IN DIFFERENT HQ. CONTROLLED UNITS OVER NORTHERN RAILWAY.

S. No.	Category	Gr. Rs.	S/S	O/R	Vacancy
1	Head Canteen Manager	9300-34800-4200	8	6	2
2	Canteen Manager	5200-20200-2400	8	-	8
3	Canteen Manager/Store Keeper	5200-20200-2000	7	2	5
4	Asstt. Canteen Manager/ Coupon Clerk	5200-20200-1900	6	-	6
5	Master Cook	9300-34800-4200	2	1	1
6	Sr. Cook	5200-20200-2400	7	2	5
7	Cook/Halwai	5200-20200-2000	1	-	1
8	Cook/Halwai	5200-20200-1900	1	1	-
9	Asstt. Cook/Asstt. Halwai	5200-20200-1800	2	3	1
10	Asstt. Canteen	5200-20200-1800	65	45	20
Total			107	60	47

## **Salient features of the work study**

**Name of the Work study:** Review of Canteen staff of Personnel department working in different Headquarter Control Units over Northern Railway.

### **No. 16-CP/05/WS/21-22**

- (A) (i) The Work Study is confined to review the effective and economical utilization of canteen staffs of Personnel department working at different headquarter controlled units. No guidelines are available in vogue for assessing the bare requirement of canteen staff, so their requirement has been assessed on the basis of existing workload to economize the system.
- (ii) Since manpower is the biggest component of the expenditure of Indian Railways, rightsizing of manpower to reduce unit costs is an effective way to increase efficiency of Indian Railway.
- (iii) The Canteen staff falls in non safety category. The workload of the Canteen staff at Headquarter Office Baroda House and Northern Railway Central Hospital has been reduced to some extent as 02 IRCTC controlled canteens are working successfully.

(B) Staff proposed and identified surplus:-

Total sanctioned strength	107
On roll strength	60
Vacancy	47
Proposed strength	51
Identified surplus for surrender	56

(C) Net recurring saving.

If the recommendations made in the report are accepted and implemented in toto, a net recurring saving to the tune of ₹ 201.93 lacs per annum will be achieved after surrendering of 56 posts identified as surplus and will also economize the system.