



WORK STUDY REPORT
ON
REVIEW OF RUNNING ROOMS STAFF
WORKING UNDER CONTROL OF ELECTRICAL DEPARTMENT
OVER DELHI DIVISION
2018-19

WORK STUDY TEAM

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EXECUTIVE SUMMARY

This study was allotted to Central Planning Cell, HQ Office to identify redundant/unproductive activities and to suggest improved methods of working due closure of most of the activities in the Running Rooms of Delhi Division under the control of Electrical Department.

STAFF POSITION

The sanctioned and on roll strength of Running Rooms staff controlled by Electrical Department is detailed below:-

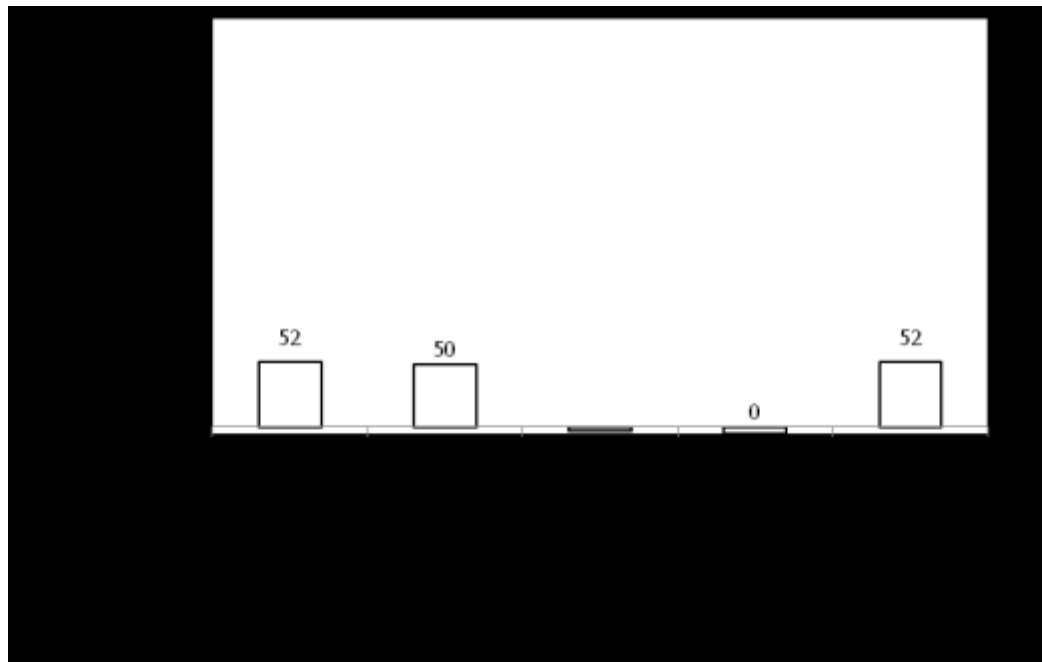
S.No.	Category	S/S	O/R	Var.
1	RRC	21	20	01
2	RRB	20	20	-
3	RRM	11	10	01
	Total	52	50	02

No. of posts identified surplus and recommended for surrender.

Group 'C' = 21 posts
Group 'D' = 31 posts
Total = 52 Posts

FINANCIAL IMPLICATIONS

Anticipated recurring saving = ■ 261.10 lacs per annum
Capital Saving = Nil
Total recurring saving = ■ 261.10 lacs per annum.



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SYNOPSIS

Indian Railways is a unique example of unity in diversity in which more than ten departments are working towards achieving a single goal of carrying freight and passenger trains at the optimum level of safety, security, reliability and punctuality. To cope with the increasing volume of traffic, it has become imperative to adopt improved working techniques to enhance the efficiency and economy. With the introduction of advanced technology, the working pattern has also been changed and some activities have become redundant. The elimination of such redundant activities from the system has improved the system to the desired level.

Running Rooms play a vital role for providing adequate and comfortable rest to loco pilots, guards and other running staff to enable them to get refreshed so as to work trains smoothly and efficiently. There are 06 Running Rooms controlled by Electrical Department and all the 06 i.e. GZB, PWL, NZM, PNP, ANVT and TKD have been outsourced fully and working efficiently and economically.

Keeping in view of above, SDGM/NR directed Central Planning Cell HQ to conduct a review of TKD Running Room staff controlled by Electrical Department with a view to optimize the manpower due to advancements/modernization.

Finally, the team is of the opinion that if the recommendations made in the report are accepted and implemented in toto, a net recurring saving to the tune of ■ 261.10 lacs per annum is likely to be achieved after surrendering of 52 posts identified as surplus.

SUMMARY OF RECOMMENDATIONS

Rec No	Recommendations	Refer para no.	Accepting/ Implementing authority
1	It is proposed that 21 posts of Running Rooms Cook staff are identified as surplus and recommended for surrender. R. R. Cook 5200-20200-1900 =21 Total =21	2.2.4	ADRM/Admin/DLI Sr. DEE/RSO/DLI Sr. DPO/C/DLI
2	It is proposed that 20 posts of RRB and 11 posts of RRM staff are identified as surplus and recommended for surrender. RRB Gr. 5200-20200-1800 =20 RRM Gr. 5200-20200-1800 = <u>11</u> Total = <u>31</u>	2.2.4	--DO--

ACKNOWLEDGEMENT

The work study team is highly grateful to Shri Vikas Purwar, ADRM/Admin./DLI, Shri Sandeep Shrivastava, Sr. DEE/RSO/DLI, Shri Devendra Kumar, Sr. DPO/C/DLI and other functionaries for giving valuable guidance and extending their full co-operation for providing requisite data/information during the conduct of study.

1.0 INTRODUCTION

1.1 Delhi division is an important division of Northern Railway spread over Delhi, Haryana & Uttar Pradesh and deals with freight and coaching traffic.

1.2 The movement of coaching and goods traffic is controlled by the operating department and employees of different departments contribute directly/indirectly in the train operation. The running room's staff is involved indirectly in train operations by extending rest facilities to the loco pilots, guards and other running staff.

1.3 As a matter of fact, time bound train operation is essential to bring efficiency in the working system. Loco pilots and guards can work in train operations smoothly only if they have comfortable rest in running rooms. So adequate facilities are required in running rooms.

1.4 Keeping in view of above, SDGM/NR directed to conduct the "Review of Running Rooms staff working under control of Electrical Department of Delhi Division" to eliminate wasteful expenditure and to optimize utilization of assets and manpower. It was also emphasized that unproductive/obsolete activities be eliminated to increase productivity.

1.5 TERMS OF REFERENCE

The work study has been conducted under the following terms of reference: -

- i) To review staff strength vis-à-vis workload.
- ii) To suggest ways and means to identify redundant/unproductive activities to eliminate wasteful expenditure.
- iii) To suggest ways and means to improve the system economically in view of modernization and systems development.

1.6 METHODOLOGY ADOPTED

The following method study and work measurement techniques were adopted to conduct the study: -

- i) Data collection and its critical analysis.
- ii) Work sampling, analytical estimation, spot observations, physical checks and yardstick in vogue, if any, to assess the performance of staff.
- iii) Held discussions at various levels.

2.0.0 BRIEF DESCRIPTION, STAFF POSITION, WORKLOAD, CRITICAL ANALYSIS, REQUIREMENT OF STAFF, RECOMMENDATIONS & OBSERVATIONS

2.1.0 The train crews and guards are booked to work mail/Express/passenger/goods train and DMU trains as per their links framed by Sr.DEE/RSO and Sr. DOM respectively and supervised by Sr. Crew Controller. To provide comfort to the incoming crews/guards, the running rooms facilities are provide at GZB, ANVT,HNZM,TKD, PNP and PWL stations which are under the control of Electrical Department of Delhi Division.

2.1.1 The study is confined to review the staff working in Running Rooms under the control of Electrical Department over Delhi Division.

2.2.0 STAFF POSITION

2.2.1 During the course of study, the team collected the staff position of all the running rooms staff working over DLI division which are under the control of Electrical Department and is placed as annexure no. I in the report.

S.No.	Category	S/S	O/R	Var.
1	RRC	21	20	01
2	RRB	20	20	-
3	RRM	11	10	01
	Total	52	50	02

The above table reveals that on roll strength is 50 against the sanctioned strength of 52 and 02 posts are lying vacant.

2.3.0 CRITICAL ANALYSIS

2.3.1 During the course of study, the work study team visited running rooms Controlled by Electrical Department and observed their maintenance standard and quality of service being provided by the contractor. The team observed that the satisfactory services are being provided by the contractor in the running rooms which have been outsourced earlier. The running room activities at TKD have also been outsourced in March'2018 and functioning satisfactorily.

2.4.0 DEPLOYMENT OF STAFF

2.4.1 During the course of study the team collected the actual deployment of RRC,RRB and RRM. The team observed that the staff is still engaged in all the six running rooms while all the running rooms' activities have been outsourced over Delhi Division.

S.No.	Category	GZB		HNZM		ANVT		PWL		PNP		TKD		Total	
		S/S	O/R	S/S	O/R	S/S	O/R	S/S	O/R	S/S	O/R	S/S	O/R	S/S	O/R
1	RRC	01	01	-	-	-	-	-	-	01	01	19	18	21	20
2	RRB	05	06	01	01	01	-	-	02	04	02	09	09	20	20
3	RRM	02	02	01	-	02	01	01	01	-	-	05	06	11	10
	Total	08	09	02	01	03	01	01	03	05	03	33	33	52	50

2.4.0 REQUIREMENT OF STAFF AND RECOMMENDATIONS

The work study team visited running rooms controlled by the Electrical Department of Delhi Division. The team observed the working of RRC, RRB and RRM categories to assess their actual requirement. The contractor provides manpower for housekeeping, cooking, cleaning work, call man work, washing of utensils and gardening work in the Running Rooms at TKD,GZB, ANVT, HNZM, PNP and PWL and no departmental staff is engaged in these activities. The RRC/RRB/RRM staff is being utilized in other activities at different locations.

2.4.1 TUGHLAKABAD RUNNING ROOM

This running room is supervised by the Sr. Crew Controller (Electrical). There are two running rooms at TKD, one is called the old running room situated at Delhi end. This running room provides services to the Crews and guards of WCR. The new running room is situated in front of the station building and provides rest to the Crews and Guards of NCR and NR. The old running room has 40 rooms with capacity of 70 beds while the new running room has 46 rooms with 92 beds capacity. The occupancy of both the running rooms is 250 in 24 hours. The housekeeping, cleaning, and washing of linen and washing of kitchen utensils, cooking gas activities were already outsourced but the outsourcing of kitchen activities have been implemented from March'2018 The total contract value for two years is Rs. 50512463.70 in which the contractor is providing 94 manpower round the clock for kitchen, housekeeping, cleaning, washing of linen, washing of kitchen utensils, cooking gas, call man work and other outdoor services for both the running rooms at TKD.

2.4.2 As all the activities of Running Room staff over Delhi Division have been outsourced and thus there is no requirement of RRM, RRC and RRB staff so, all the 52 sanctioned posts of RRC/RRB/RRM are identified as surplus and recommended for surrender.

SUMMARY OF EXISTING AND PROPOSED REQUIREMENT OF RRC/RRB/RRM

S.No.	Running Room	S/S	O/R	Proposed strength	Identified surplus	Remarks
1	GZB	08	09	-	08	All the activities of running rooms are outsourced
2	ANVT	03	01	-	03	
3	TKD	33	33	-	33	
4	PNP	05	03	-	05	
5	PWL	01	03	-	01	
6	HNZM	02	01	-	02	
Total		52	50	-	52	

The above table reveals that the sanctioned strength of RRC/RRB/RRM staff is 52 and there is no proposed requirement, hence 52 posts are identified as surplus and should be surrendered.

Recommendation No.1

It is propose that 21 posts of RRC staff are identified as surplus due to outsourcing of running room activities and recommended for surrender.

Running Room Cook Grade ■ 5200-20200-1900 =21

Recommendation No.2

It is propose that 31 posts of RRB/RRM staff are identified as surplus due to outsourcing of running room activities and recommended for surrender.

Running Room Bearer Grade ■ 5200-20200-1800 =21
Running Room Masalchi Grade ■ 5200-20200-1800 =10
Total =31

3.0.0 FINANCIAL IMPLICATIONS

3.1.0 The annual expenditure as per 7th CPC on RRC/RRB/RRM staff working at different Running Rooms over DLI Division is as under:-

S.No.	Category	Grade Rs.	Monthly value per post	S/S	Monthly expenditure	Annual expenditure
1	RRC	5200-20200-1900	44459	21	933639	11203668.00
2	RRB/RRC	5200-20200-1800	40072	31	1242232	14906784.00
Total				52		26110452.00

The above table reveals that the annual expenditure being incurred on 52 sanctioned posts of RRC/RRB/RRM working at different Running Rooms over DLI Division is Rs. 26110452.00

3.2.0 Proposed strength: The annual expenditure on the proposed strength of RRC/RRB/RRM staff working at different Running Rooms over DLI Division is as under:-

S.No.	Category	Grade Rs.	Monthly value per post	P/S	Monthly expenditure	Annual expenditure
1	RRC	5200-20200-1900	44459	-	-	-
2	RRB/RRC	5200-20200-1800	40072	-	-	-
Total				-	-	-

The above table reveals that total annual expenditure on RRC/RRB/RRM staff will be reduced to zero instead of ■■■26110452.00 and net annual recurring saving will be ■■■26110452.00

3.3.0 ANTICIPATED RECURRING SAVINGS

S.No.	Category	Pay scale + Grade pay ■■	No. of posts	Rec. No	Monthly value per post ■■.	Total annual recurring saving ■■.
1	RRC	5200-20200- 1900	21	1	44459	11203668.00
2	RRB/RRM	5200-20200- 1800	31	2	40072	14906784.00
Total			52			26110452.00

No. of posts identified as surplus: -

Group 'C' = 21

Group 'D' = 31 posts

Total = 52 posts

Anticipate recurring saving = ■■ 261.10 lacs per annum

Capital saving = Nil

Total saving = ■■ 261.10 lacs per annum

WORK STUDY REPORT DETAILED CHART

Department: -Electrical

Name of study: - Review of TKD Running Room staff controlled by Electrical Department of Delhi Division.

Activity Centre: - Running rooms of GZB, ANVT, HNKM, TKD, PWL and PNP.

SN	Sub activity	Brief description of workload	Actual staff deployed	Work Study recommendation	Representative workload
1	Running rooms over Delhi Division controlled by Electrical Department provides rest to Crews, guards and other running staff.	The running rooms at GZB, ANVT, HNKM, PWL, TKD and PNP have been out sourced with entire activities.	SS=52 OR=50 Vac=02	The work study team recommended that 52 posts of RRC/RRB/RRM should be surrendered.	All the running room activities have been outsourced over Delhi Division.

LIST OF ANNEXURES

S.N.	Description	Annex. No.
1	Statement showing staff position of RRC/RRB/RRM of running rooms of Delhi Division controlled by Electrical Department.	I
2	Letter of C.P.Cell to initiate the work study No. 16-CP/23/WS/18-19 dt.09/07/18	II

Annexure-I

The total sanctioned and on roll strength of RRC/RRB/RRM staff working in running rooms controlled by Electrical department is detailed below:-

S.No.	Category	GZB		HNZM		ANVT		PWL		PNP		TKD		Total	
		S/S	O/R	S/S	O/R	S/S	O/R	S/S	O/R	S/S	O/R	S/S	O/R	S/S	O/R
1	RRC	01	01	-	-	-	-	-	-	01	01	19	18	21	20
2	RRB	05	06	01	01	01	-	-	02	04	02	09	09	20	20
3	RRM	02	02	01	-	02	01	01	01	-	-	05	06	11	10
Total		08	09	02	01	03	01	01	03	05	03	33	33	52	50