



WORK STUDY REPORT  
ON  
REVIEW OF  
MISC. GROUP 'C' & 'D' STAFF  
WORKING IN  
ELECTRICAL (TRD) DEPARTMENT  
OVER  
LUCKNOW DIVISION  
2018-19

WORK STUDY TEAM

|                  |      |        |
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No. 16-CP/31/WS/2018-19

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

## EXECUTIVE SUMMARY

This study was allotted to Central Planning Cell, HQ Office, on the directives of SDGM/NR to review staff strength of misc Group 'C' & 'D' staff working in Electrical(TRD) department over LKO division with a view to eliminate the wasteful expenditure and bring economy in railway expenditure.

## STAFF POSITION

The total sanctioned and on roll strength of other misc. group 'D' staff working in Electrical(TRD) department/LKO is mentioned as below.

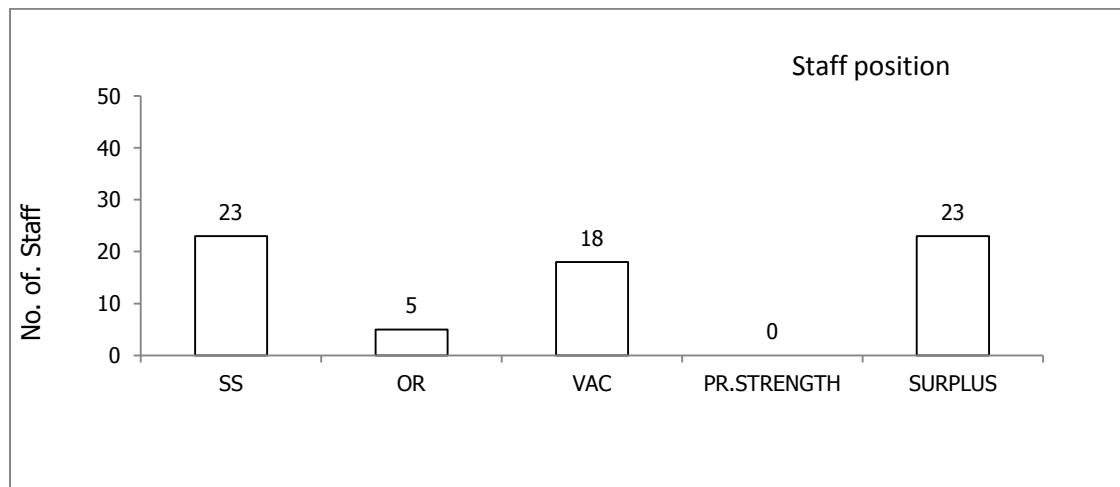
| S.N.  | Description         | S/S | O/R | Var. |
|-------|---------------------|-----|-----|------|
| 1     | Data Entry Operator | 01  | -   | 01   |
| 2     | Chokidar            | 14  | 04  | 10   |
| 3     | Trolley man         | 05  | -   | 05   |
| 4     | Safaiwala           | 03  | 01  | 02   |
| Total |                     | 23  | 05  | 18   |

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

Gr. 'C' = 01 post  
 Gr. 'D' = 22 posts  
Total = 23 posts

## FINANCIAL IMPLICATIONS

Anticipated recurring savings = Rs. 111.12 Lacs per annum.  
 Capital saving = Nil  
 Total = Rs. 111.12 lacs per annum



## I N D E X

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## SYNOPSIS

Indian Railway is the cheapest mode of transport in the country. It is biggest organization of Government with huge manpower engaged in its safe working. Several departments are functioning as a team to keep the wheels moving and achieve the goal by transporting passengers and freight from one place to another. The Electrical Department plays vital role in the running of passenger and goods services on time. The hauling of trains with 1500V DC was started on 3<sup>rd</sup> February 1925. It was the turning point in the development of Railways and growth of suburban transport system. Keeping in line with international standards for electric traction, 25 Kv AC system was adopted in 1961. The Electrical Department has three streams i.e. Electrical (General), Electrical (RSO) and Electrical (TRD). The Electrical (TRD) department is responsible for maintenance, repair and certification of entire OHE, TRD installation and other associated work for smooth operation of trains hauled by electric locos.

In view of technological developments in every sphere of Railway working, the Electrical department has also adopted the pattern of working by multi skilling in trades, closing down of redundant activities and outsourcing of some activities.

Keeping above in view, SDGM/NR assigned this work study to Central Planning Cell, HQ Office, with a view to optimize utilization of manpower. The team collected the necessary data from the Divisional Office to work out the requirement of staff. The team identified 23 posts of Misc. Group 'C' & 'D' as surplus and recommended for surrender. After implementation of all the recommendations made in the report a net recurring annual savings to the tune of Rs. 111.12 lacs per annum will be achieved.

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## SUMMARY OF RECOMMENDATIONS

| S. N. | Recommendations  | Refer para No. | Accepting/ implementing authority.             |
|-------|--|----------------|--|
| 1     | <p>It is proposed that 23 posts of Misc. Gr 'C' &amp; 'D' staff are identified as surplus and recommended for surrender.</p> <p>Data Entry Operator Gr. 5200-20200-1900=01 Post.<br/> Chokidar Gr.Rs. 5200-20200-1800 = 14 posts<br/> Trolley man Gr. Rs. 5200-20200-1800= 05 posts<br/> Safaiwala Gr. Rs. 5200-20200-1800 = 03 posts<br/> <b>Total = 23 posts</b></p> | 2.5            | ADRM/Admin/LKO<br>Sr.DEE/TRD/LKO<br>Sr.DPO/LKO |

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### ACKNOWLEDGEMENT

The Work Study is highly grateful to Sh. Amit Shrivastava, ADRM/Admin/LKO, Sh. Sanjeet Singh, DEE/TRD/LKO, Sh.M.B. Singh Sr.DPO/LKO and other functionaries for giving their valuable guidance and extending full cooperation to the team for providing requisite data/information during the conduct of study.

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## 1.0 INTRODUCTION

1.1. The Indian Railway provides transportation services at a desired level of safety to its users. The Indian Railways is using both Diesel and electric locos to haul the passengers and goods trains. The Electric traction is environment friendly, pollution free and energy efficient mode of transport and offers an excellent alternative to fossil fuels as a source of energy. The main benefits of using Electric tractions are control on spiraling fuel bill, reduce dependence on imported fossil oil, reduce pollution, improve operational efficiency and operation ratio of IR. The electric traction is cheaper by about 47% for freight traffic and 50% cheaper for coaching traffic. The Indian Railways has a fleet of about 19000 passengers and goods trains. Of these about 5000 trains are hauled by diesel consuming about 300 crore liters of fuel every year.

1.2. The Electrical Department (TRD) maintains OHE for uninterrupted traction power supply of and power supply equipments e.g. traction transformers, switch gears and other associated equipments provided in the Feeding post, Sectioning and paralleling post, Sub sectioning and paralleling post and Sub sectioning posts for smooth operation of trains. The modernization and technological upgradation in railway system has brought a lot of change in the system. The Railway Administration is expediting the move for complete electrification over Indian Railway by 2020.

## 1.3 TERMS OF REFERENCE:

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

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

## 1.4 METHODOLOGY ADOPTED

The work study is based on the following methods and work measurement techniques:-

1. Data Collection and its critical analysis.
2. Physical observations, spot checks of various activities done by maintenance staff, analytical estimation and application of yardstick in vogue, if any.
3. Held discussions at various levels.

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## 2.0 BRIEF DESCRIPTION, STAFF POSITION, CRITICAL ANALYSIS, REQUIREMENT OF STAFF AND RECOMMENDATIONS.

### 2.1 BRIEF DESCRIPTION

Lucknow station is very important being capital of Uttar Pradesh. It is connected with every city of India by rail link. The total Km of (BG) track over LKO division is 1460 kms. The Section layout of Lucknow Division is as under:-

- i) LKO-FD-BSB
- ii) LKO-SLN-BSB
- iii) LKO-RBL-BSB
- iv) LKO-UCR-PFM-JNH-BSB
- v) LKO-ON-UCR
- vi) FD-SLN-PFM(Excluding ALD)

Lucknow Division of Northern Railway interchanges traffic with NER, NCR & ECR.

### 2.2 STAFF POSITION

The team collected the staff position of Misc. Gr 'C' & 'D' staff working in Electrical (TRD) department over LKO Division for the conduct of the review, which is placed as Annexure-I in the report. The summarized position of staff of these units is given as under:-

TABLE NO. I

| S.No  | Units | Categories          |     |          |     |             |     |           |     | Total |     |
|-------|-------|---------------------|-----|----------|-----|-------------|-----|-----------|-----|-------|-----|
|       |       | Data Entry Operator |     | Chokidar |     | Trolley man |     | Safaiwala |     |       |     |
|       |       | S/S                 | O/R | S/S      | O/R | S/S         | O/R | S/S       | O/R | S/S   | O/R |
| 1     | LKO   | 01                  | -   | 14       | 04  | 05          | -   | 03        | 01  | 23    | 05  |
| Total |       | 01                  | -   | 14       | 04  | 05          | -   | 03        | 01  | 23    | 05  |

The above table reveals that the sanctioned strength of Misc. Gr 'C' & 'D' staff is 23 while 05 are on roll with 18 vacant posts.

### 2.3 ACTIVITIES PERFORMED BY MISC. GROUP 'C' & 'D' STAFF

- Data Entry Operator- The data entry operator is responsible for performing data entry work using a personal computer. But these days the Railways are recruiting the multi skilled staff which is well versed in computer. So there is no need of Data Entry Operator.
- Chowkidar- The chowkidar staff is deployed to look after the store of Electrical (TRD) department' units. But these days the work of chowkidar is being replaced by the multi skilled khallasi.

- Trolley man- This staff was deployed in DRM office to work on the push trolley of Sr DEE/DEE/TRD for inspection of the sections. But these days the work of push trolley has been eliminated and Tower wagon is used for multipurpose work. So there is no need of Trolley man.
- Safaiwala- This staff is deployed in offices for housekeeping work. Now this work has been outsourced.

The above Misc. Gr 'C' & 'D' staff falls in the non safety category and have also been declared as redundant by the Railway Board.

## 2.4 CRITICAL ANALYSIS

This study is confined to provide the actual requirement of Misc. Gr 'C' & 'D' staff in view of existing workload. The staff like Data Entry Operator, chowkidar, Trolley man and Safaiwala falls in the non safety category. These categories have also been declared redundant by the Railway Board and as per directives issued by GM/NR Letter no. 807-E/surrender of posts/, MPP\*2017 dt/ 08/02/2017 and reducing slightly. workload.

## 2.5 REQUIREMENT OF STAFF AND RECOMMENDATIONS

The Misc. Gr 'C' & 'D' staff like Data Entry Operator, chowkidar, Trolley man and Safaiwala has been declared redundant. There is no fresh intake in these categories. The existing strength of this staff is reducing slightly. The work of these categories has been replaced by the multi skilled staff. As these categories are diminishing category and required to be surrendered.

### SUMMARY OF EXISING AND PROPOSED MISC.GR 'C' & 'D' STAFF

| S.No. | Category            | S/S | O/R | Proposed sanctioned | Identified surplus |
|-------|---------------------|-----|-----|---------------------|--------------------|
| 1     | Data Entry Operator | 01  | -   | -                   | 01                 |
| 2     | Chokidar            | 14  | 04  | -                   | 14                 |
| 3     | Trolley man         | 05  | -   | -                   | 05                 |
| 4     | Safaiwala           | 03  | 01  | -                   | 03                 |
| Total |                     | 23  | 05  | -                   | 23                 |

### RECOMMENDATION NO.1

It is proposed that 73 posts of Misc. Gr 'D' staff are identified as surplus and recommended for surrender.

Data Entry Operator Gr. Rs. 5200-20200-1900=01

Chowkidar Gr.Rs. 5200-20200-1800 = 14 posts

Trolley man Gr. Rs. 5200-20200-1800 = 05 posts

Safaiwala Gr. Rs. 5200-20200-1800 = 03 post

**Total = 23 posts**

### 3.00 FINANCIAL IMPLICATIONS

3.1.0 The annual expenditure as per 7<sup>th</sup> CPC on Misc. Gr 'C' & 'D' staff working in Electrical, TRD over LKO division is as under:-

| S.No. | Category            | Grade Rs.       | Montly value per post | S/S | Monthly expenditure | Annual expenditure |
|-------|---------------------|-----------------|-----------------------|-----|---------------------|--------------------|
| 1     | Data Entry Operator | 5200-20200-1900 | 44459                 | 01  | 44459               | 533508.00          |
| 2     | Chowkidar           | 5200-20200-1800 | 40072                 | 14  | 561008              | 6732096.00         |
| 3     | Trolley man         | 5200-20200-1800 | 40072                 | 05  | 200360              | 2404320.00         |
| 4     | Safaiwala           | 5200-20200-1800 | 40072                 | 03  | 120216              | 1442592.00         |
| Total |                     |                 |                       | 23  |                     | 11112516.00        |

The above table reveals that the annual expenditure being incurred on 23 sanctioned strength of Misc. Gr 'C' & 'D' staff working in Electrical (TRD) over LKO division is Rs.11112516.00

3.2.0 Proposed strength: The annual expenditure on the proposed strength of Misc. Gr 'C' & 'D' staff working in Electrical (TRD) over LKO division is as under:-

| S.No. | Category            | Grade Rs.       | Montly value per post | P/S | Monthly expenditure | Annual expenditure |
|-------|---------------------|-----------------|-----------------------|-----|---------------------|--------------------|
| 1     | Data Entry Operator | 5200-20200-1900 | 44459                 | -   | -                   | -                  |
| 2     | Chowkidar           | 5200-20200-1800 | 40072                 | -   | -                   | -                  |
| 3     | Trolley man         | 5200-20200-1800 | 40072                 | -   | -                   | -                  |
| 4     | Safaiwala           | 5200-20200-1800 | 40072                 | -   | -                   | -                  |
|       |                     |                 |                       | -   |                     | -                  |

The above table reveals that total annual expenditure on Misc. Gr 'C' & 'D' staff will be reduced to ■zero instead of ■11112516.00 and net recurring saving of ■11112516.00 per annum.

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### 3.3.0 FINANCIAL IMPLICATIONS

| SN    | Category               | Pay scale +<br>Grade pay ■ | No. of<br>posts | Rec.<br>No | Monthly<br>value per<br>post ■. | Total annual<br>recurring<br>saving ■. |
|-------|------------------------|----------------------------|-----------------|------------|---------------------------------|--|
| 1     | Data Entry<br>Operator | 5200-20200-<br>1900        | 01              | 1          | 44459                           | 533508.00                              |
| 2     | Chowkidar              | 5200-20200-<br>1800        | 14              | 1          | 40072.00                        | 6732096.00                             |
| 3     | Trolley man            | 5200-20200-<br>1800        | 05              | 1          | 40072.00                        | 2404320.00                             |
| 4     | Safaiwala              | 5200-20200-<br>1800        | 03              | 1          | 40072.00                        | 1442592.00                             |
| Total |                        |                            | 23              |            |                                 | 11112516.00                            |

No. of posts identified as surplus: -

Group 'C' = 01 post

Group 'D' = 22 posts

Total = 23 posts

Anticipated recurring saving = ■ 111.12 lacs per annum

Capital saving = Nil

Total saving = ■ 111.12 lacs per annum

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## WORK STUDY REPORT DETAILED CHART

Department : - Electrical /TRD

Name of study : - Review of Misc. Group 'C' & 'D' staff working in Electrical (TRD) department over LKO Division.

Activity centre : - Over Lucknow Division

| SN | Sub activity   | Brief description of workload   | Actual staff deployed      | Work Study recommend-ations   | Representative workload   |
|----|--|---|----------------------------|---|---|
| 1  | The Electrical /TRD department is responsible for keeping OHE fit as well as associated power supply equipments in Traction substation for smooth operation of trains hauled by electric engine. | The work of these categories is being eliminated due to multi skilling. | SS= 23<br>OR= 05<br>Vac=18 | The team has identified 23 posts of Misc. Gr 'C' &'D' staff as surplus and recommended for surrender. | The work of these categories has been carried out by the multi skilled staff. |

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LIST OF ANNEXURES

| S.N. | Description   | Annex. No. |
|------|---|------------|
| 1    | Statement showing staff position of Misc. Group 'C' & 'D' TRD staff working over LKO Division | I          |
| 2    | Letter of C.P.Cell to initiate the work study No. 16-CP/31/WS/18-19 dt.06.08.2018.            | II         |

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## Annexure No.I

STATEMENT SHOWING STAFF POSITION OF MISC. GROUP 'C' &'D' ELECTRICAL TRD STAFF WORKING OVER LKO DIVISION.

| S.No  | Units | Categories          |     |          |     |             |     |           |     | Total |     |
|-------|-------|---------------------|-----|----------|-----|-------------|-----|-----------|-----|-------|-----|
|       |       | Data Entry Operator |     | Chokidar |     | Trolley man |     | Safaiwala |     |       |     |
|       |       | S/S                 | O/R | S/S      | O/R | S/S         | O/R | S/S       | O/R | S/ S  | O/R |
| 1     | LKO   | 01                  | -   | 14       | 04  | 05          | -   | 03        | 01  | 23    | 05  |
| Total |       | 01                  | -   | 14       | 04  | 05          | -   | 03        | 01  | 23    | 05  |