



WORK STUDY REPORT
ON
REVIEW OF
MISC. GROUP 'D' STAFF
WORKING IN
ENGINEERING DEPARTMENT
OVER
LUCKNOW DIVISION
2018-19
WORK STUDY TEAM

SH. LALIT KUMAR
SH. RAJEEV YADAV

AWSO
CWSI

LEADER
MEMBER

GUIDANCE

BY

SH. ASHOK KUMAR AGARWAL
SWSO

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No. 16-CP/29/WS/2017-18

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 'D' staff working in Engineering 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 Engineering department is mentioned as below.

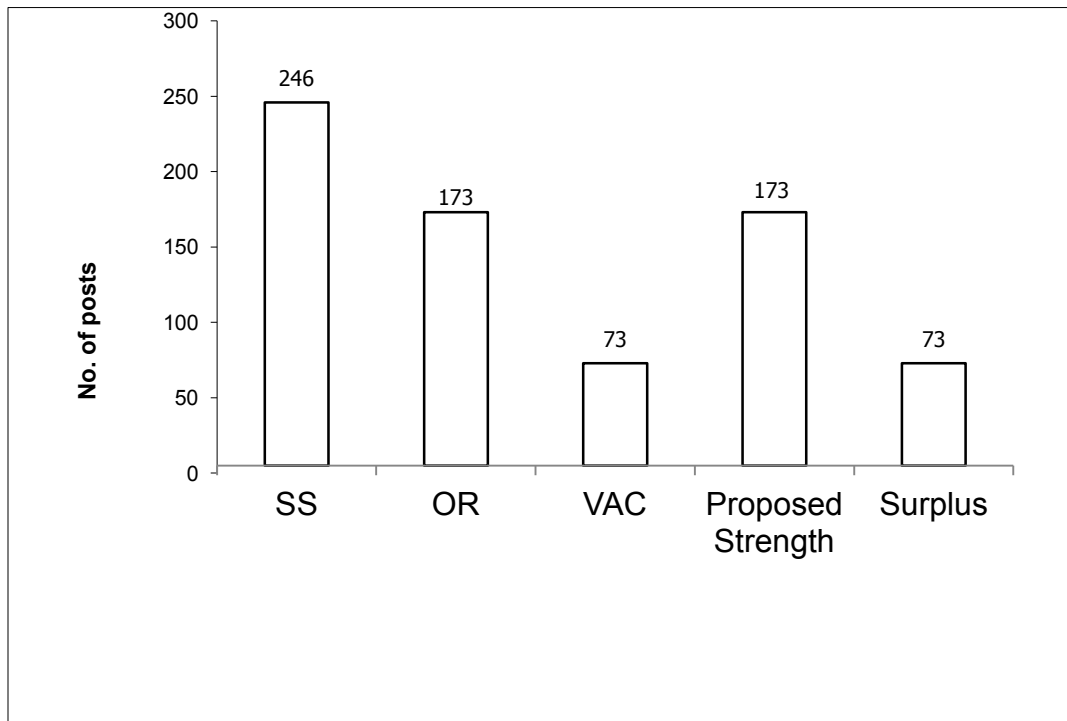
S.N.	Description	S/S	O/R	Var.
1	Chokidar	101	49	52
2	Khallasi store	44	40	04
3	Khallasi Office	49	40	09
4	Mali	52	44	08
Total		246	173	73

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

Gr. 'C' = NIL
 Gr. 'D' = 73 posts
Total = 73 posts

FINANCIAL IMPLICATIONS

Anticipated recurring savings = Rs. 351.03 Lacs per annum.
 Capital saving = Nil
 Total = Rs. 351.03 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 Civil Engineering Department plays twin role in providing public utility services. The P.Way department provides good quality of track fitness. On the other hand, the works Department provides the infrastructure like residential and service buildings, water supply system, rest houses and public amenities to rail users.

In view of technological developments in every sphere of Railway working, the Engineering department has also adopted the pattern of working by multi skilling in trades, closing down of redundant activities and outsourcing of major works to contractors. The departmental labour is attending minor/petty repair work, which shows reduced workload. The Engineering Department has executed most of the construction work, wooden/iron door and window work etc on contractual basis.

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 73 posts of Misc. Group '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. 351.03 lacs per annum will be achieved.

SUMMARY OF RECOMMENDATIONS

S. N.	Recommendations	Refer para No.	Accepting/ implementing authority.
1	<p>It is proposed that 68 posts of Misc. Gr 'D' staff are identified as surplus and recommended for surrender.</p> <p>Chokidar Gr.Rs. 5200-20200-1800 = 52 posts</p> <p>Khallasi store Gr. Rs. 5200-20200-1800= 04 posts</p> <p>Khallasi Office Gr. Rs. 5200-20200-1800 = 09 posts</p> <p>Mali Gr.Rs. 5200-20200-1800 = 08 posts</p> <p>Total = 73 posts</p>	2.6	ADRM/Admin/LKO Sr.DEN/C/LKO Sr.DPO/LKO

ACKNOWLEDGEMENT

The Work Study is highly grateful to Sh. Amit Shrivastava, ADRM/Admin/LKO, Sh. S.K.Singh, Sr.DEN/C/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.

1.0 INTRODUCTION

1.1. The Indian Railway provides transportation services at a desired level of safety to its users. Being a public utility service it also provides various passengers amenities like drinking water, waiting rooms, clean platform environment within railway premises.

1.2. It is the Civil Engineering Department, which maintains track fitness and maintenance of infrastructure. But as this study is mostly related to Works side of Engineering Department, it is necessary to say that entire infrastructural maintenance work of service/residential buildings, bridges, foot over bridges, water supply system, approach road etc. is supervised by Sr. Section Engineer (Works) in his jurisdiction.

1.3 The modernization and technological upgradation in railway system has brought a lot of change in policies, the maintenance work is being outsourced by Engineering (Works) Department. All the major works costing more than Rs. 10,000/- are being outsourced. This has resulted in improved quality of maintenance and reduction in workload of Works Department. Keeping in view above, SDGM/NR assigned the work study to C.P.Cell, HQ Office with a view to review the Misc. Gr 'D' staff working in Engineering department in relation to existing workload.

1.4 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.

1.5 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.

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 ORGANIZATIONAL SET UP

Sr.DEN/Coordination is the administrative head of Engg. Department over LKO Division. There are total 14 sub sectional offices of Works branch under control of DEN-I, Sr.DEN-II, Sr.DEN-III, Sr.DEN-IV, SR.DEN-V and DEN/T. This work study was conducted to review misc. Group 'D' staff of Engineering Department over LKO division.

2.3 STAFF POSITION

The team collected the staff position of safaiwala and Misc. Group 'D' staff working in SSE/SE/Works Units 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	
		Chokidar		Khallasi Store		Khallasi Office		Mali			
		S/S	O/R	S/S	O/R	S/S	O/R	S/S	O/R	S/S	O/R
1	LKO	23	11	7	7	15	13	24	23	69	54
2	RBL	12	6	5	4	5	4	3	2	27	16
3	FD	11	4	6	6	5	4	4	4	26	18
4	PBH	11	5	5	5	5	3	3	3	24	16
5	PRG	9	7	6	5	4	4	2	2	21	18
6	JNU	12	7	5	4	5	5	3	3	25	19
7	BSB	23	9	10	9	10	7	13	7	56	32
Total		101	49	44	40	49	40	52	44	246	173

The above table reveals that the sanctioned strength of Misc. Gr 'D' staff is 246 while 173 are on roll with 73 vacant posts.

2.4 ACTIVITIES PERFORMED BY MISC. GROUP 'D' STAFF

- Chokidar- The chokidar staff is deployed to look after the store of P-Way and Works department. But these days the work of chokidar is being replaced by the multi skilled staff.
- Khallasi Store- This staff is deployed in store depots to assist in receiving/issuing the store. But now this work is being replaced by multi skilled staff.
- Khallasi Office- This staff is deployed in SSE/P-Way and SSE/Works office. Now this work is being replaced by multi skilled staff.
- Mali staff- This staff is deployed under the SSE/Works for horticulture work. Now this work is being replaced by multi skilled staff.

The above Misc. Gr 'D' staff falls in the non safety category and have also been declared as redundant by the Railway Board and are being replace by multi skilled Khallasi.

2.5 CRITICAL ANALYSIS

The study is confined to provide the actual requirement of Misc. Group D staff in view of existing workload. In Engineering Works, the major works costing more than Rs. 10,000/- are outsourced. Similarly Road construction, replacement of wooden/iron doors and windows is being carried out by on contractual basis. Certain annual maintenance and repairs like white washing and painting of staff quarters/service buildings, remodeling of quarters etc. are carried out under Zonal Contract.

Consequently, the outsourcing of certain activities has reduced the workload of departmental labour drastically. The team collected various data and relevant information to observe the trend of workload in the works units. During discussion with Depot incharges it was observed that the petty repairs works is reduced considerably as all the schedule maintenance /routine maintenance works are included in Zonal contract work and these works are being carried out by the contractor.

2.6 REQUIREMENT OF STAFF AND RECOMMENDATIONS

Misc. Gr 'D' STAFF

The Misc. Gr 'D' staff like chokidar, khallasi store, khallasi office and mali falls in the non safety category and has 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. The work of these categories has been replaced by the khallasi multiskilled. These categories have been diminishing day by day.

SUMMARY OF EXISTING AND PROPOSED MISC.GR 'D' STAFF

S.No.	Units	Category	S/S	O/R	Proposed sanctioned	Identified surplus
1	LKO	Chokidar	23	11	11	12
		Khallasi store	07	07	07	-
		Khallsi office	15	13	13	02
		Mali	24	23	23	01
2	RBL	Chokidar	12	06	06	06
		Khallasi store	05	04	04	01
		Khallsi office	05	04	04	01
		Mali	03	02	02	01
3	FD	Chokidar	11	04	04	07
		Khallasi store	06	06	06	-
		Khallsi office	05	04	04	01
		Mali	04	04	04	-
4	PBH	Chokidar	11	05	05	06
		Khallasi store	05	05	05	-
		Khallsi office	05	03	03	02
		Mali	03	03	03	-
5	PRG	Chokidar	09	07	07	02
		Khallasi store	06	05	05	01
		Khallsi office	04	04	04	-
		Mali	02	02	02	-
6	JNU	Chokidar	12	07	07	05
		Khallasi store	10	09	09	01
		Khallsi office	05	05	05	-
		Mali	03	03	03	-
7	BSB	Chokidar	23	09	09	14
		Khallasi store	10	09	09	01
		Khallsi office	10	07	07	03
		Mali	13	07	07	06
Total			246	173	173	73

RECOMMENDATION NO.1

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

Chokidar	Gr.Rs. 5200-20200-1800	= 52 posts
Khallasi store	Gr. Rs. 5200-20200-1800	= 04 posts
Khallasi Office	Gr. Rs. 5200-20200-1800	= 09 post
Mali	Gr.Rs. 5200-20200-1800	= 04 posts
Total		= 73 posts

3.00 FINANCIAL IMPLICATIONS

3.1.0 The annual expenditure as per 7th CPC on Misc. Gr 'D'staff working in Engineering department over LKO division is as under:-

S.No.	Category	Grade Rs.	Montly value per post	S/S	Monthly expenditure	Annual expenditure
1	Chokidar	5200-20200-1800	40072	101	4047272	48567264.00
2	Khallasi store	5200-20200-1800	40072	44	1763168	21158016.00
3	Khallasi office	5200-20200-1800	40072	49	1963528	23562336.00
4	Mali	5200-20200-1800	40072	52	2083744	25004928.00
Total				246		118292544.00

The above table reveals that the annual expenditure being incurred on 246 sanctioned strength of Misc. Gr 'D'staff working in engineering department over LKO division is Rs.118292544.00

3.2.0 Proposed strength: The annual expenditure on the proposed strength of Misc. Gr 'D'staff working in engineering department over LKO division is as under:-

S.No.	Category	Grade Rs.	Montly value per post	P/S	Monthly expenditure	Annual expenditure
1	Chokidar	5200-20200-1800	40072	49	1963528	23562336.00
2	Khallasi store	5200-20200-1800	40072	40	1602880	19234560.00
3	Khallasi office	5200-20200-1800	40072	40	1602880	19234560.00
4	Mali	5200-20200-1800	40072	44	1763168	21158016.00
Total				173		83189472.00

The above table reveals that total annual expenditure on 173 proposed posts of Misc. Gr 'D'staff will be reduced to ■83189472.00 instead of ■118292544.00 net saving of ■35103072.00 per annum

3.3.0 FINANCIAL IMPLICATIONS

SN	Category	Pay scale + Grade pay ■	No. of posts	Rec. No	Monthly value per post ■.	Total annual recurring saving ■.
1	Chokidar	5200-20200- 1800	52	1	40072.00	25004928.00
2	Khallasi store	5200-20200- 1800	04	1	40072.00	1923456.00
3	Khallasi office	5200-20200- 1800	09	1	40072.00	4327776.00
4	Mali	5200-20200- 1800	08	1	40072.00	3846912.00
Total			73			35103072.00

No. of posts identified as surplus: -

Group 'C' = Nil posts

Group 'D' = 73 posts

Total = 73 posts

Anticipated recurring saving = ■ 351.03 lacs per annum

Capital saving = Nil

Total saving = ■ 351.03 lacs per annum

WORK STUDY REPORT DETAILED CHART

Department : - Civil Engineering.

Name of study : - Review of Misc. Group 'D' staff working in Engineering department over LKO Division.

Activity centre : - Over Lucknow Division

SN	Sub activity	Brief description of workload	Actual staff deployed	Work Study recommendations	Representative workload
1	Civil Engineering department carry out maintenance work of service building, Railway Quarters and Railway track etc	Each Depot/unit performs maintenance of buildings in Rly. Premises, water pumping, station, roads at L-Xing gates, bridges, railway tracks and other misc. works under SSE/SE's Jurisdiction	SS= 246 OR= 173 Vac=73	The team identified 73 posts of Misc. Gr 'D' staff as surplus and recommend r for surrender.	Due to contractual work, the departmental workload has reduced.

LIST OF ANNEXURES

S.N.	Description	Annex. No.
1	Statement showing staff position of Misc. Group 'D' Engg. staff working over LKO Division	I
2	Letter of C.P.Cell to initiate the work study No. 16-CP/29/WS/18-19 dt.06.08.2018.	II

Annexure No.I

STATEMENT SHOWING STAFF POSITION OF MISC. GROUP 'D' ENGG. STAFF
WORKING OVER LKO DIVISION.

S.No	Units	Categories								Total	
		Chokidar		Khallasi Store		Khallasi Office		Mali			
		S/S	O/ R	S/S	O/ R	S/S	O/R	S/S	O/R	S/S	O/R
1	LKO	23	11	7	7	15	13	24	23	69	54
2	RBL	12	6	5	4	5	4	3	2	27	16
3	FD	11	4	6	6	5	4	4	4	26	18
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Total		101	49	44	40	49	40	52	44	246	173