



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

WORK STUDY TEAM

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DATE OF COMMENCEMENT: 02/01/2019
DATE OF COMPLETION : 07/01/2019

No. 16-CP/43/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 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 over LKO division is mentioned as below.

S.N.	Description	S/S	O/R	Var.
1	Vehicle Driver	05	01	04
1	Chowkidar	89	43	46
2	Khallasi store	44	32	08
3	Khallasi Office	49	40	09
4	Mali	34	27	07
Total		221	143	78

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

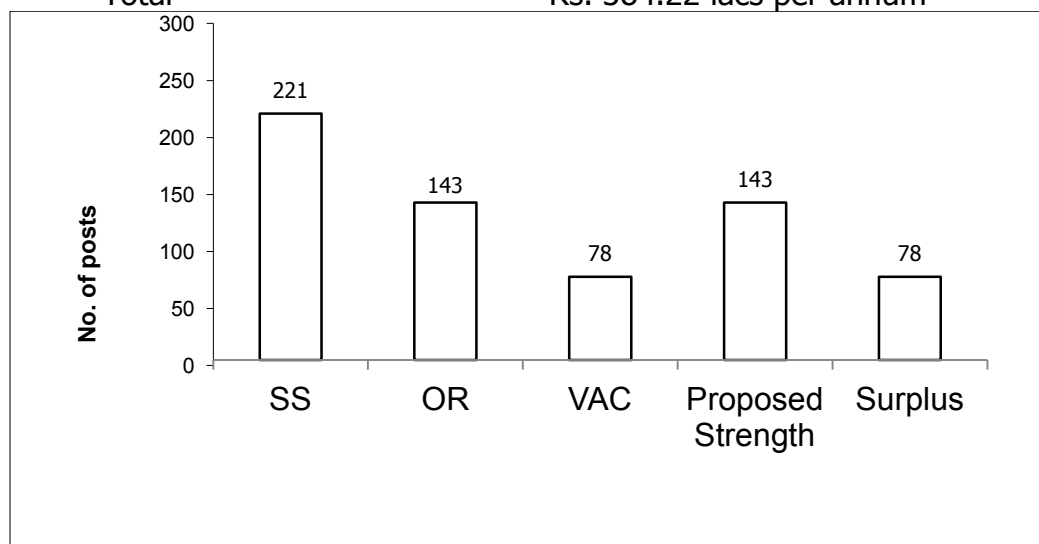
Gr. 'C' = 04 posts
 Gr. 'D' = 74 posts
Total = 78 posts

FINANCIAL IMPLICATIONS

Anticipated recurring savings = Rs. 384.22 Lacs per annum.

Capital saving = Nil

Total = Rs. 384.22 lacs per annum



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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 and maintains 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 78 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. 384.22 lacs per annum will be achieved.

SUMMARY OF RECOMMENDATIONS

S. N.	Recommendations	Refer para No.	Accepting/ implementing authority.
1	<p>It is proposed that 04 posts of Gr. 'C' and 74 posts of Misc. Gr 'D' staff are identified as surplus and recommended for surrender.</p> <p>V. Driver Gr.Rs. 5200-20200-1900 =04 posts</p> <p>Chowkidar Gr.Rs. 5200-20200-1800 = 46 posts</p> <p>Kh. store Gr. Rs. 5200-20200-1800=</p> <p style="text-align: right;">12 posts</p> <p>Kha. Office Gr. Rs. 5200-20200-1800=</p> <p style="text-align: right;">09posts</p> <p>Mali Gr.Rs. 5200-20200-1800 =</p> <p style="text-align: right;">07 posts</p> <p style="text-align: right;">Total = 78 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 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 'C' & 'D' staff of Engineering Department over LKO division.

2.3 STAFF POSITION

The team collected the staff position of Misc. Group 'C' & 'D' staff working in SSE/SE/Works/P.Way 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	Category										Total	
		V. Driver		Chowkidar		Store Kh.		Off. Kh.		Mali			
		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	LKO	05	01	18	11	10	08	17	15	13	12	63	47
2	RBL	-	-	10	02	05	04	03	02	04	04	22	12
3	FD	-	-	10	03	06	02	05	04	02	02	23	11
4	PBH	-	-	10	04	02	02	05	03	03	02	20	11
5	PRG	-	-	09	03	04	02	04	04	02	02	19	11
6	JNU	-	-	10	04	04	02	02	02	03	01	19	09
7	BSB	-	-	22	16	13	12	13	10	07	04	55	42
Total		05	01	89	43	44	32	49	40	34	27	221	143

The above table reveals that the sanctioned strength of misc. Group 'C' & 'D' staff is 221 while 143 are on roll with 78 vacant posts.

2.4 Activities performed by misc. Group 'C' & 'D' staff

- Vehicle Driver- The vehicle driver staff is deployed to operate the vehicles available in the Engineering department. As per Railway Board's directives issued vide letter no. E(MPP)2006/01/59 dt. 04/10/2006 vehicle drivers and vehicle maintenance staff have been considered as diminishing cadre and advised to outsource the activities. Hiring of vehicles is much more economical in comparison to maintaining departmental vehicles. So the work of vehicle drivers is on diminishing trend.
- Chowkidar- The chowkidar staff is deployed to look after the store of P-Way and Works department. But these days the work of chowkidar 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 khallasi staff.

The above misc. Group 'C' & 'D' staff falls in the non safety category. This staff has either been declared as redundant by the Railway Board or being replaced by multi skilled Khallasis.

2.5 CRITICAL ANALYSIS

- 2.5.1 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.
- 2.5.2 The study is confined to provide the actual requirement of misc. Group 'C' & 'D' staff in view of existing workload. In Engineering Deptt.(Works side) the major works are outsourced. Similarly road construction, replacement of wooden/iron doors and windows is being carried out by contractors. 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.
- 2.5.3 The one of biggest advantage of outsourcing is cost savings. The lower cost of labour due to outsourcing is very economical to the system. In the Engineering (works) department this staff is a big force.
- 2.5.4 As the identified staff falls in the non safety category and has also been Declare 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

are on reducing trend. The work of this category can be replaced by the multiskilled staff.

2.6 REQUIREMENT OF STAFF AND RECOMMENDATIONS

The Misc. Group 'C' & 'D' staff like vehicle driver, 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 like khallasi store and khallasi office 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		Vehicle driver	05	01	01	04
		Chowkidar	18	11	11	07
		Khallasi store	10	08	08	02
		Khallsi office	17	15	15	02
		Mali	13	12	12	01
2	RBL	Chowkidar	10	02	02	08
		Khallasi store	05	04	04	01
		Khallsi office	03	02	02	01
		Mali	04	04	04	-
3	FD	Chowkidar	10	03	03	07
		Khallasi store	06	02	02	04
		Khallsi office	05	04	04	01
		Mali	02	02	02	-
4	PBH	Chowkidar	10	04	04	06
		Khallasi store	02	02	02	-
		Khallsi office	05	03	03	02
		Mali	03	02	02	01
5	PRG	Chowkidar	09	03	03	06
		Khallasi store	04	02	02	02
		Khallsi office	04	04	04	-
		Mali	02	02	02	-
6	JNU	Chowkidar	10	04	04	06
		Khallasi store	04	02	02	02
		Khallsi office	02	02	02	-
		Mali	03	01	01	02
7	BSB	Chowkidar	22	16	16	06
		Khallasi store	13	12	12	01
		Khallsi office	13	10	10	03
		Mali	07	04	04	03
Total			221	143	143	78

RECOMMENDATION NO.1

It is proposed that 78 posts(04 posts Gr 'C' and 74 posts 'D') of Misc. staff are identified as surplus and recommended for surrender.

S.No.	Category	Grade Rs.	No. of posts
1	Vehicle driver	5200-20200-1900	04
2	Chowkidar	5200-20200-1800	46
3	Khallasi Store	5200-20200-1800	12
4	Khallasi Office	5200-20200-1800	09
5	Mali	5200-20200-1800	07
Total			78

3.00 FINANCIAL IMPLICATIONS

3.1.0 The annual expenditure as per 7th CPC on Misc.Gr 'C' & 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	Vehicle Driver	5200-20200-1900	45290	05	226450	2717400.00
2	Chokidar	5200-20200-1800	40821	89	36333069	43596828.00
3	Khallasi store	5200-20200-1800	40821	44	1796124	21553488.00
4	Khallasi office	5200-20200-1800	40821	49	2000229	24002748.00
5	Mali	5200-20200-1800	40821	34	1387914	16654968.00
Total				221		108525432

The above table reveals that the annual expenditure being incurred on 221 sanctioned strength of Misc.Gr 'C' & Gr 'D' staff working in engineering department over LKO division is Rs.108525432.00

3.2.0 Proposed strength: The annual expenditure on the proposed strength of Misc.Gr 'C' & 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	Vehicle Driver	5200-20200-1900	45290	01	45290	543480.00
2	Chokidar	5200-20200-1800	40821	43	1755303	21063636.00
3	Khallasi store	5200-20200-1800	40821	32	1306272	15675264.00
4	Khallasi office	5200-20200-1800	40821	40	1632840	19594080.00
5	Mali	5200-20200-1800	40821	27	1102167	13226004.00
Total				143		70102464.00

The above table reveals that total annual expenditure on 143 proposed posts of Misc. Gr. 'C' & Gr 'D' staff will be reduced to ■70102464.00 instead of ■108525432.00 and net saving of ■38422968.00 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	Vehicle driver	5200-20200-1900	04	1	45290	2173920.00
2	Chokidar	5200-20200-1800	46	1	40821	22533192.00
3	Khallasi store	5200-20200-1800	12	1	40821	5878224.00
4	Khallasi office	5200-20200-1800	09	1	40821	4408668.00
5	Mali	5200-20200-1800	07	1	40821	3428964.00
Total			78			38422968.00

No. of posts identified as surplus: -

Group 'C' = 04 posts

Group 'D' = 74 posts

Total = 78 posts

Anticipated recurring saving = ■ 384.22 lacs per annum

Capital saving = Nil

Total recurring saving = ■ 384.22 lacs per annum

WORK STUDY REPORT DETAILED CHART

Department : - Civil Engineering.

Name of study : - Review of Misc. Group 'C' & '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= 221 OR= 143 Vac=78	The team identified 78 posts of Misc. Gr 'C' & 'D' staff as surplus and recommender 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 'C' & 'D' Engg. staff working over LKO Division	I
2	Letter of C.P.Cell to initiate the work study No. 16-CP/43/WS/18-19 dt.02.01.2019	II

Annexure No.I

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

S.No.	Units	Category										Total	
		V. Driver		Chokidar		Store Kh.		Off. Kh.		Mali			
		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	LKO	05	01	18	11	10	08	17	15	13	12	63	47
2	RBL	-	-	10	02	05	04	03	02	04	04	22	12
3	FD	-	-	10	03	06	02	05	04	02	02	23	11
4	PBH	-	-	10	04	02	02	05	03	03	02	20	11
5	PRG	-	-	09	03	04	02	04	04	02	02	19	11
6	JNU	-	-	10	04	04	02	02	02	03	01	19	09
7	BSB	-	-	22	16	13	12	13	10	07	04	55	42
Total		05	01	89	43	44	32	49	40	34	27	221	143

