



WORK STUDY REPORT  
ON  
REVIEW OF RUNNING ROOMS STAFF WORKING  
UNDER CONTROL OF  
MECHANICAL (O&F) DEPARTMENT  
OVER MORADABAD DIVISION

2018-19

WORK STUDY TEAM

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NO.16-CP/24/WS/2018-19

CENTRAL PLANNING CELL  
NORTHERN RAILWAY  
BARODA HOUSE  
NEW DELHI.

## 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 certain activities in the Running Rooms/lobbies of Moradabad Division under the control of Mechanical Department.

### STAFF POSITION

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

S.No.	Category	S/S	O/R	Var.
1	RRC	23	10	13
2	RRB	16	26	+10
	Total	39	36	03

No. of posts identified surplus and recommended for surrender.

Group 'C' = 23

Group 'D' = 16 posts

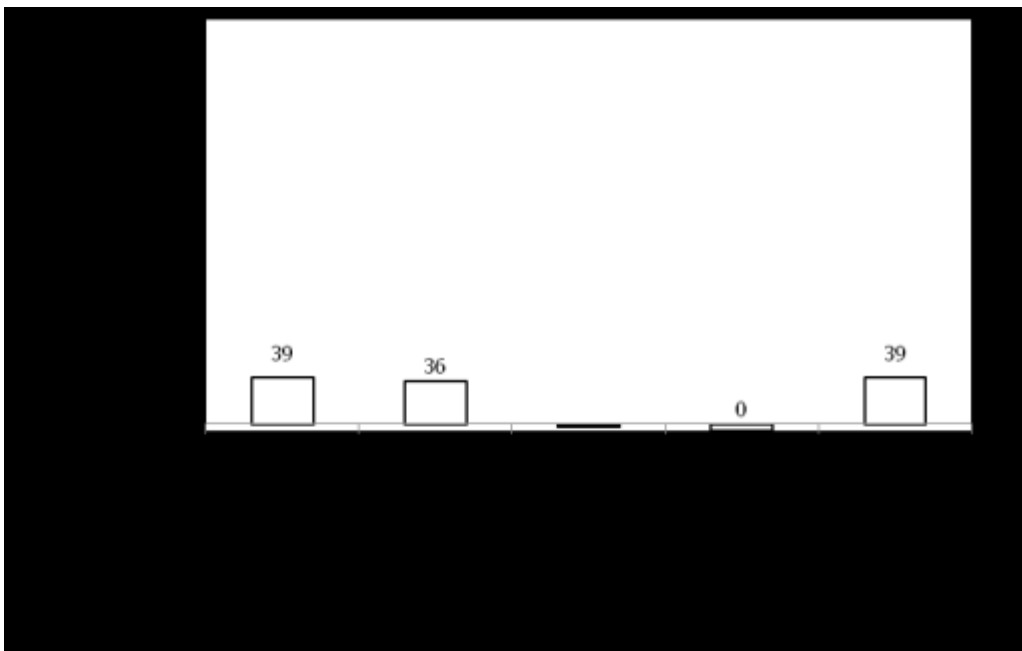
Total = 39 Posts

### FINANCIAL IMPLICATIONS

Anticipated recurring saving = ■ 199.64 lakhs per annum

Capital Saving = Nil

Total recurring saving = ■ 199.64 lakhs per annum.



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## SYNOPSIS

Indian Railways is a unique example of unity in diversity in which different departments are working towards achieving single goal of running 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. The Running Rooms controlled by Mechanical Department are at BE,HW,DDN,NBD,BLM,RAC,MB,CH and HPU. The running rooms at BE,HW,DDN,NBD,BLM,RAC and MB are fully outsourced where as running rooms of CH and HPU are being managed departmentally.

Indian railway has a big force of loco pilots/Assistant Loco pilots and guards performing train operation duty round the clock. Time to time railways has to adopt technical changes and new methods in their system of working. Due to modernization and technological up gradation in the system, the average speed of passenger as well as goods trains has increased and the hours of rest out of headquarters of loco pilots and guards has reduced drastically.

Keeping in view of above, SDGM/NR directed Central Planning Cell HQ to conduct a review of Running Rooms staff controlled by Mechanical(O&F) Department with a view to optimize the manpower due to advancements/modernization. The work study team suggested certain improved methods in working to increase the productivity. The team also kept in view the local working conditions and held discussions at various levels before assessing the requirement of manpower.

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 ■ 199.64 lakhs per annum is likely to be achieved after surrendering of 39 posts of running room staff.

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## SUMMARY OF RECOMMENDATIONS

Rec No	Recommendations	Refer para no.	Accepting/ Implementing authority
1	It is proposed that 23 posts of RRC staff are identified as surplus as seven running rooms have already been outsourced and outsourcing of running room activities at HPU and CH are proposed and recommended for surrender. RRC Grade ■ 5200-20200-1900=23		ADRM/MB Sr. DME/O&F/MB Sr. DPO/MB
2	It is proposed that 16 posts of RRB staff are identified as surplus as seven running rooms have already been outsourced and outsourcing of running room activities at HPU and CH are proposed and recommended for surrender. RRB Grade ■ 5200-20200-1800 =16	2.2.4	--DO--

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## ACKNOWLEDGEMENT

The work study team is highly grateful to Shri Sharad Shrivastava, ADRM/MB, Shri Jitendra Kumar, Sr. DME/O&F/MB, Sh. Vipul Goel, Sr.DPO/MB and other functionaries for giving valuable guidance and extending their full co-operation for providing requisite data/information during the conduct of study.

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1.0 INTRODUCTION

1.1 Moradabad division is an important division of Northern Railway spread over Uttar Pradesh & Uttarakhand 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 Mechanical Department of Moradabad Division" to eliminate wasteful expenditure and to optimize utilization of assets and manpower. It was also emphasized that unproductive/obsolete activities should 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

The train crews and guards are booked to work on mail/Express/passenger/goods train and DMU trains as per the links prescribed by Sr.DME/O&F and Sr. DOM and supervised by Sr. Crew Controller. To provide comfort to the crews/guards, the running rooms facilities are provided at BE,HW,DDN,NBD,BLM,RAC,CH, HPU and MB stations which are under the control of Mechanical Department(O&F) of Moradabad Division.

2.1.1 This study is confined to review the running rooms staff working under control of Mechanical Department over Moradabad Division.

2.2.0 STAFF POSITION

2.2.1 During the course of study, the team collected the category and grade wise staff position of all running rooms/lobbies which are under the control of Mechanical (O&F) Department from Personnel and the concerned branch and is placed as annexure no. I in the Report.

S.No.	Category	S/S	O/R	Var.
1	RRC	23	10	13
2	RRB	16	26	+10
	Total	39	36	03

The above table reveals that the sanctioned strength of Running Rooms staff is 39 and 36 are on roll.

2.3.0 CRITICAL ANALYSIS

2.3.1 Out of total 09 running rooms which are controlled by Sr. DME/O&F, 07 are fully out sourced while the running rooms of HPU and CH are being managed departmentally. The team visited the Running Room MB and observed their maintenance standard and quality of service being provided by the contractor. The contractor is providing Round the clock security, upkeep, maintenance of R.Room including lawn and garden in R.Room premises and serving of food to occupants of R.Room, round the clock serving of train ordering calls to occupants of R.Room, collection of soiled linens from R.Room and delivery back duly washed and ironed. This work is supervised by CLI/loco/I/c.

2.4.0 DEPLOYMENT OF STAFF

2.4.1 During the course of study the team collected the actual deployment of RRC and RRB staff. The team observed that the staff is still engaged in all the seven running rooms where all the running rooms' activities have already been outsourced. Only 02 Running Rooms i.e. HPU and CH are being managed departmentally.



S.No.	R.Room	RRC		RRB		Remarks
		S/S	O/R	S/S	O/R	
1	MB	-	02	-	04	Outsourced
2	CH	03	03	03	06	Departmental
3	HPU	03	02	03	06	Departmental
4	BE	04	-	-	02	Outsourced
5	RAC	03	-	03	-	Outsourced
6	BLM	05	01	02	-	Outsourced
7	HW	04	02	03	03	Outsourced
8	DDN	01	-	01	-	Outsourced
9	NBD	-	-	01	05	Outsourced
Total		23	10	16	26	

## 2.5.0 REQUIREMENT OF RUNNING ROOM STAFF AND RECOMMENDATIONS

The work study team visited the running rooms of HPU and CH which are controlled by Mechanical (O&F) and observed the working of RRC and RRB category. The running rooms at MB, DDN, HW, BE, RAC, BLM and NBD have already been outsourced and the contractor is providing manpower for housekeeping, cooking, cleaning work, call man work, washing of utensils and gardening work etc. but the RRC/RRB staff is still deployed in other activities at different locations.

### 2.4.1 HAPUR JN

This running room is supervised by the Chief Crew Controller (Mechanical) and has 18 beds. The crews (Goods) of GZB, MB MTC and TDL Headquarters stay here. The occupancy of the Running Room is about 13%.

#### STAFF POSITION

The sanctioned and on roll strength of running room staff is as under:-

S.No.	Category	S/S	O/R	Vac.
1	RRC	03	02	01
2	RRB	03	06	+03
Total		06	08	+02

The above table reveals that the sanctioned strength of running room staff at HPU is 06 and on roll strength is 08.

**Present deployment:-**

The Chief Crew Controller/HPU deploys the RRC/RRB staff in the following manner.

02 staff are deployed in 08-16 hrs.

02 staff are deployed in 16-24 hrs.

02 staff is deployed in 24-08 hrs.

01 staff in general shift.

01 staff is deployed for RG/LR.

**Proposed requirement**

The work study team observed the working of the HPU Running Room where entire running room activities are being managed by the departmental staff. This running room has very less occupancy. The team observed that the staff deployed in the running room is underutilized. The team opines that departmental staff costs much higher than the contractual staff. As the running rooms at MB, DDN, HW, BE, RAC, BLM and NBD have already been outsourced and running successfully. Thus the running room activities of HPU may also be outsourced on similar lines.

**2.4.3**

**CHANDAUSI JN**

This running room is supervised by the Chief Crew Controller (Mechanical). This running room has 18 beds. The crews of RAC, BE & MB stay here. The occupancy of the Running Room is about 13.35%.

**STAFF POSITION**

The sanctioned and on roll strength of running room staff is as under:-

S.No.	Category	S/S	O/R	Vac.
1	RRC	03	03	-
2	RRB	03	06	+03
Total		06	09	+03

The above table reveals that the sanctioned strength of running room staff at CH is 06 and on roll strength is 09.

**Present deployment:-**

The Chief Crew Controller/CH deploys the RRC/RRB staff in the following manner.

02 staff is deployed in 08-16 hrs.

02 staff is deployed in 16-24 hrs.

02 staff is deployed in 24-08 hrs.

01 staff in general shift.

01 staff is for RG/LR

## Proposed requirement

The work study team observed the working of the Chandausi Running Room where entire running room activities are being managed by the departmental staff. This running room has very less occupancy. The team observed that the staff deployed in the running room is underutilized. The team opines that departmental staff costs much higher than the contractual staff. As the running rooms at MB, DDN, HW, BE, RAC, BLM and NBD have already been outsourced and running successfully. Thus the running room activities of CH may also be outsourced on similar lines.

After outsourcing of running room activities at Hapur and Chandausi there will be no requirement of RRC and RRB staff so, all the 39 sanctioned posts of RRC and RRB staff are identified as surplus and recommended for surrender.

### 2.4.4 SUMMARY OF EXISTING AND PROPOSED REQUIREMENT OF RRC AND RRB STAFF

S.No.	R.Room	RRC			RRB			Remarks
		S/S	O/R	Identified surplus	S/S	O/R	Identified surplus	
1	CH	03	03	03	03	06	03	Outsourcing of R.Room activities proposed.
2	HPU	03	02	03	03	06	03	
3	BE	04	-	04	-	02	-	R.Room activities already outsourced.
4	RAC	03	-	03	03	-	03	
5	BLM	05	01	05	02	-	02	
6	HW	04	02	04	03	03	03	
7	DDN	01	-	01	01	-	01	
8	NBD	-	-	-	01	05	01	
9	MB	-	02	-	-	04	-	
Total		23	10	23	16	26	16	

The above table reveals that the sanctioned strength of RRC staff is 23 & RRB is 16 and there is no proposed requirement as outsourcing has been proposed for CH and HPU Running Rooms, hence 39 posts of RRC&RRB are identified as surplus and should be surrendered.

#### Recommendation No.1

It is propose that 23 posts of RRC staff are identified as surplus as seven running rooms have already been outsourced and outsourcing of running room activities at HPU and CH are proposed and recommended for surrender.

Running Room Cook Grade ■ 5200-20200-1900 =23

## Recommendation No.2

It is propose that 16 posts of RRB staff are identified as surplus as seven running rooms have already been outsourced and outsourcing of running room activities at HPU and CH are proposed and recommended for surrender.

Running Room Bearer Grade    ■ 5200-20200-1800                      =16

### 3.0.0 FINANCIAL IMPLICATIONS

3.1.0 The annual expenditure as per 7<sup>th</sup> CPC on RRC and RRB staff working at different Running Rooms over Moradabad 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	23	1022557	12270684.00
2	RRB	5200-20200-1800	40072	16	641152	7693824.00
Total				39		19964508.00

The above table reveals that the annual expenditure being incurred on 39 sanctioned posts of RRC & RRB staff working at different Running Rooms over Moradabad Division is Rs. 19964508.00

3.2.0 Proposed strength: The annual expenditure on the proposed strength of RRC & RRB staff working at different Running Rooms over Moradabad 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 staff will be reduced to zero instead of ■199645608.00 and net annual recurring saving will be ■19964508.00

### 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	23	1	44459	12270684.00
2	RRB	5200-20200- 1800	16	2	40072	7693824.00
Total			39			19964508.00

No. of posts identified as surplus: -

Group 'C' = 23

Group 'D' = 16 posts

Total = 39 posts

Anticipate recurring saving = ■■ 199.64 lacs per annum

Capital saving = Nil

Total saving = ■■ 199.64 lacs per annum

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### WORK STUDY REPORT DETAILED CHART

Department: -Mechanical (O&F)

Name of study: - Review of Running Rooms staff controlled by Mechanical (O&F)  
Department over Moradabad Division.

Activity Centre: - Running rooms

SN	Sub activity	Brief description of workload	Actual staff deployed	Work Study recommendation	Representative workload
1	Running rooms activities over Moradabad Division are controlled by Mechanical (O&F) Department provides rest to Crews and guards of incoming and outgoing crews and guards.	Out of 09 running rooms of Moradabad division seven have been outsourced and HPU and CH are being managed departmentally.	SS=39 OR=33 Variation=06	The work study team recommend that 23 posts of RRC and 16 posts of RRB may be surrendered	All the running room activities have been outsourced in 07 Running Rooms of Moradabad Division. Outsourcing is also proposed for running room activities at HPU and CH.

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### LIST OF ANNEXURES

S.N.	Description	Annex. No.
1	Statement showing staff position of RRC & RRB over Moradabad Division controlled by Mechanical (O&F) Department.	I
2	Letter of C.P.Cell to initiate the work study No. 16-CP/24/WS/18-19 dt.12/07/18	II

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Annexure-I

The total sanctioned and on roll strength of RRC/RRB and box porter staff working in running rooms/lobbies controlled by Mechanical(O&F) department is detailed below:-

S.No.	R.Room	RRC		RRB	
		S/S	O/R	S/S	O/R
1	CH	03	03	03	06
2	HPU	03	02	03	06
3	BE	04	-	-	02
4	RAC	03	-	03	-
5	BLM	05	01	02	-
6	HW	04	02	03	03
7	DDN	01	-	01	-
8	NBD	-	-	01	05
9	MB	-	02	-	04
Total		23	10	16	26

