



WORK STUDY REPORT  
ON  
REVIEW OF TRAFFIC KHALSI STAFF  
WORKING IN  
TRAFFIC DEPARTMENT  
OVER  
DELHI DIVISION  
2018-19

WORK STUDY TEAM

SH. LALIT KUMAR	AWSO	LEADER
SH. RAJIV YADAV	CWSI	MEMBER

DATE OF START	:	10.10.2018
DATE OF COMPLETION	:	12.10.2018

GUIDANCE  
BY  
SH. ASHOK KUMAR AGARWAL  
SWSO

NO.16-CP/40/WS/2018-19

CENTRAL PLANNING CELL  
NORTHERN RAILWAY  
BARODA HOUSE  
NEW DELHI.

## EXECUTIVE SUMMARY

This study was allotted to the Central Planning Cell, HQ office to identify redundant/unproductive activities of Traffic Khallasi staff of working in Traffic department over Delhi Division."

### STAFF POSITION

The total sanctioned and on roll strength of Traffic Khallasi staff being reviewed over Delhi Division is as under:-

S.N.	Category	S/S	O/R	Vac.
1	Traffic Khallasi	201	142	59
	Total	201	142	59

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

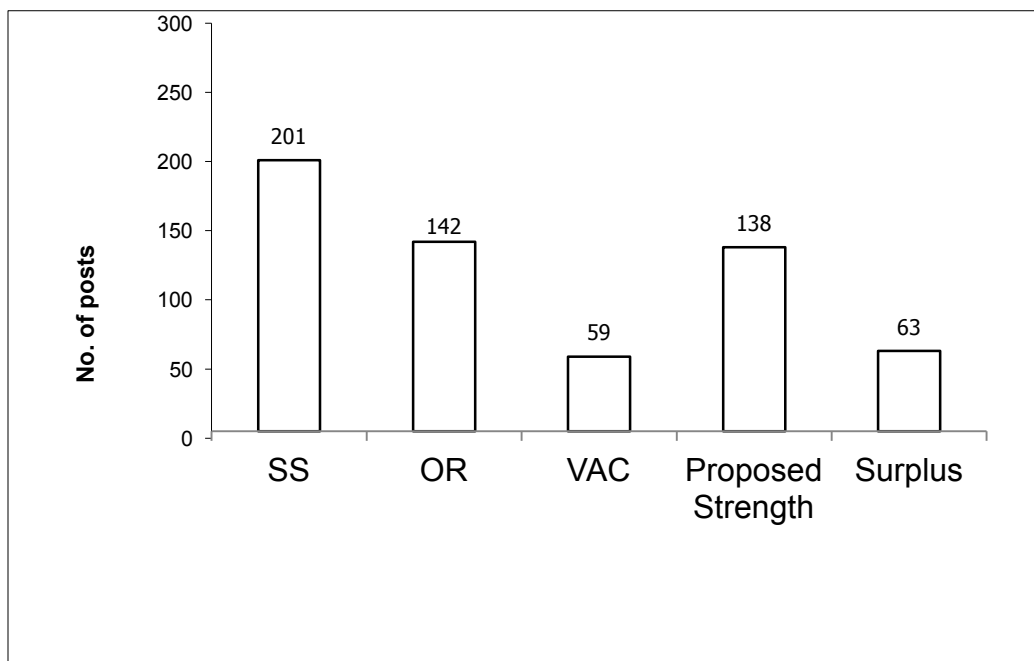
Gr. 'C' = Nil posts  
 Gr. 'D' = 63 posts  
Total = 63 posts

### FINANCIAL IMPLICATIONS

Anticipated recurring savings = Rs. 308.60 lacs per annum.

Capital saving = Nil

Total = Rs. 308.60 lacs per annum



## INDEX

SN	Contents	Pages	
		From	To
1	Synopsis	4	-
2	Summary of recommendations	5	-
3	Acknowledgement	6	-
4	Introduction	7	-
5	Brief description, staff position, workload, critical analysis, requirement of staff & recommendations.	8	11
6	Financial Implications	12	13
7	Work study report detailed chart	14	-
8	List of annexures	15	-

\*\*\*\*\*

## SYNOPSIS

Indian Railways is the one of the largest system in the world under a single management with a network spread all over the country. With humble beginning in 1853, the railways have served the nation as the principle mode of transport. Railway is the cheapest mode of transport in the country. Its two fold objectives are to transport passengers and freight traffic from one place to another place. Indian railways play a vital role not only to compete with road transport but also globally with other railways of the world.

The adoptions of technological up gradations have become inevitable and at the same time, it is very challenging due to financial constraints. Indian Railway has successfully adopted to the changing needs of travel and transport to meet with the requirement of moving large volume of passengers and freight traffic. The efficient, safe, fast and reliable operation needs up gradation of the system with latest technology.

Keeping in view of above, SDGM/NR has assigned the work study on "Review of Traffic khallasi staff working in Traffic department over Delhi Division" to identify redundant and unproductive activities vis-à-vis existing workload. The work study team conducted a review and identified 63 posts as surplus for surrender. The implementation of the recommendations contained in the report will yield recurring saving to the tune of Rs. 308.60 lacs per annum, if implemented in toto.

\*\*\*\*\*

## SUMMARY OF RECOMMENDATIONS

Rec No	Recommendations	Refer para no.	Accepting/ Implementing authority
1	It is proposed that 63 posts of Traffic Khallasi staff Gr. ■ 5200-20200-1800 are identified as surplus and recommended for surrender. Traffic Khallasi Gr. ■ 5200-20200-1800 =63 posts.	2.6.0(i)	ADRM/Admin./DLI Sr.DCM/DLI Sr.DPO/C/DLI

\*\*\*\*\*

## ACKNOWLEDGEMENT

The work study team is highly grateful to Shri Vikas Purwar, ADRM/Admin./DLI, Sh. Amit Kumar Jain, Sr.DOM/DLI, Sh. Devendra Kumar/Sr.DPO/C/DLI and other functionaries for providing relevant data/information and for giving valuable guidance, co-operation to the team during the conduct of study.

\*\*\*\*\*

## 1.0.0 INTRODUCTION

1.1.0 The main objectives of the operating department in the Indian Railways is to ensure maximum utilization of line capacity as well as maximum through put with the available resources/assets. All these objectives can be achieved by upgrading the technology in signal and tele-communication, standard of interlocking, strengthening of track and bridges, modernization of rolling stock, replacement of over aged assets etc. To get these objectives, right sizing of staff strength, increase the manpower productivity and economy in expenditure are in the line

1.2.0 Keeping in view of above, SDGM/NR has assigned a work study to review staff strength Traffic Khallasi staff working in Traffic department over Delhi Division to Central Planning Cell, HQ Office with a view to eliminate wasteful expenditure and to ensure optimum utilization of manpower and assets after adoption of Solid state interlocking, automatic signaling, Track circuiting and computer based interlocking etc.

### 1.3.0 TERMS OF REFERENCE:

The following terms of reference have been adopted to conduct the study:-

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

### 1.4.0 METHODOLOGY ADOPTED

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

1. Data collection and its critical analysis
2. Sample check, personal spot observations, activity sampling, analytical estimation and application of yardstick in vogue, if any.
- 3 Held discussions at various levels.

\*\*\*\*\*

2.0.0 BRIEF DESCRIPTION, CRITICAL ANALYSIS, REQUIREMENT OF STAFF

2.1.0 This study is confined to the Traffic khallasi staff working in the Traffic department. This staff falls in non-safety category and mostly posted at big station in Delhi Area. This staff is being utilized at different locations such as Stations, DRM office to assist in the official work.

2.2.0 ACTIVITIES/WORK DONE BY TRAFFIC KHALLASI STAFF

This staff delivers caution order and other operating forms/authorities to drivers and guards of the trains. This staff is also attached with the divisional officers and sectional Traffic Inspectors.

2.3.0 STAFF POSITION

The staff position collected from 'P' Branch and Traffic branch is being tabulated below:-

Table –I

S.N.	Category	S/S	O/R	Vac.
1	Traffic Khallasi	201	142	59
Total		201	142	59

The above table reveals that the overall sanctioned strength is 201 whereas 142 are on roll with 59 vacant posts.

2.4.0 CRITICAL ANALYSIS

This category falls in the non safety/diminishing cadre and has 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 actual requirement of traffic khallasi has been assessed in the work study report for stations/offices like NDLS, DLI, HNKM, ANVT, GZB, TKD, DRM Office and sectional Traffic Inspectors' offices only over DLI division which comes to 138 against the sanctioned strength 201 and 63 are found surplus.

2.5.0 YARDSTICK

This category has been declared as 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.



## 2.6.0 REQUIREMENT OF STAFF AND RECOMMENDATIONS

S.No.	Station/office	Activity	No. of staff required
1	NDLS	Station Director's office	02
		Station superintendent's office 01 in each 8 hrs shift(1x3=03)	03
		Station Master's office 02 in each 8 hrs shift for issuing of caution order and other operating authorities (2x3=06)	06
		Power cabin 02 in each 8 hrs shift(2x3=06)	06
		CYM office 01 in each 8 hrs shift(1x3=03)	03
		Sub total	20
		Add RG @ 16.5% on 20	3.30
		Sub total	23.30
		Add LR @ 12.5% on 23.30	2.91
		G. Total	26.21 or say 26
2	DLI	Station Director's office	01
		Station superintendent's office 01 in each 8 hrs shift(1x3=03)	03
		Station Master's office 02 in each 8 hrs shift for issuing of caution order and other operating authorities (2x3=06)	06
		Power cabin 01 in each 8 hrs shift(1x3=03)	03
		CYM office 01 in each 8 hrs shift(1x3=03)	03
		Sub total	16
		Add RG @ 16.5% on 16	2.64
		Sub total	18.64
		Add LR @ 12.5% on 29.12	2.33
		G. Total	20.97 or say 21
3	NZM	Station Director's office	02
		Station superintendent's office 01 in each 8 hrs shift(1x3=03)	03
		Station Master's office 02 in each 8 hrs shift for issuing of caution order and other operating authorities (2x3=06)	06
		Power cabin 01 in each 8 hrs shift(1x3=03)	03
		CYM office 01 in each 8 hrs shift(1x3=03)	03

		Sub total	17
		Add RG @ 16.5% on 17	2.80
		Sub total	19.80
		Add LR @ 12.5% on 19.80	2.47
		G. Total	22.27 or say 22
4	ANVT	Station Director's office	01
		Station Superintendent's /Station Master's office/Power cabin 02 in each 8 hrs shift for issuing of caution order and other operating authorities (2x3=03)	06
		CYM office 01 in each 8 hrs shift(1x3=03)	03
		Sub total	10
		Add RG @ 16.5% on 10	1.65
		Sub total	11.65
		Add LR @ 12.5% on 11.65	1.45
		G. Total	13.10 or say 13
5	GZB	Area Officer's office	01
		Station superintendent's office/Station master' office/Power cabin 02 in each 8 hrs shift(2x3=06)	06
		CYM office 01 in each 8 hrs shift(1x3=03)	03
		Sub total	09
		Add RG @ 16.5% on 09	1.48
		Sub total	10.48
		Add LR @ 12.5% on 10.48	1.31
		G. Total	11.79 or say 12
6	TKD	Area Officer's office	01
		Station superintendent's office/Station master' office/Power cabin 01 in each 8 hrs shift(1x3=03)	03
		CYM office 01 in each 8 hrs shift(1x3=03)	03
		Sub total	07
		Add RG @ 16.5% on 07	1.15
		Sub total	8.15
		Add LR @ 12.5% on 8.15	1.01
		G. Total	9.16 or say 09
7	DRM Office	Sr. DOM	01
		Sr. DOM/G	01
		Sr. DOM/Coaching	01
		DOM/M & DOM/Coaching	02
		AOM/M,AOM/Chg,AOM/G	01

		TI/Plg, TI/SWR, TI/SS/MU	02
		Control Office 02 in each 8 hrs shift (2X3=06)	06
		Operating Branch	03
		Total	17
		Add RG @ 16.5% (Sat & Sun off)	-
		Add LR @ 12.5% on 17	2.21
		Total	19.21 or say 19
8	12 Sectional Traffic Inspectors	01 with each inspector	12
		Add RG @ 16.5% on 12	1.98
		Sub total	13.98
		Add LR @ 12.5% on 13.98	1.74
		G.Total	15.72 or say 16

#### SUMMARY OF EXISTING AND PROPOSED TRAFFIC KHALLASI STAFF

S.No.	Station/Office	Category	S/S	O/R	P/S	Identified surplus
1	NDLS	Traffic Khallasi	201	29	26	63
2	DLI			23	21	
3	NZM			23	22	
4	ANVT			12	13	
5	GZB			09	12	
6	TKD			07	09	
7	DRM Office			27	19	
8	Sectional TIs			12	16	
Total			201	142	138	63

The sanctioned strength of Traffic Khallasi staff is 201 where as 142 are on roll. The requirement comes to 138 posts. So 63 posts of Traffic Khallasi staff are identified as surplus and recommended for surrender.

#### RECOMMENDATION NO.1

It is proposed that 63 posts of Traffic Khallasi Gr.Rs. 5200-20200-1800 are identified as surplus and recommended for surrender.

Traffic Khallasi Gr.Rs. 5200-20200-1800 = 63 posts.

### 3.00 FINANCIAL IMPLICATIONS

3.1.0 The annual expenditure as per 7<sup>th</sup> CPC on Traffic Khallasi staff working in Traffic department over Delhi division is as under:-

S.No.	Category	Grade Rs.	Monthly value per post	S/S	Monthly expenditure	Annual expenditure
1	Traffic Khallasi	5200-20200-1800	40821	201	8205021	98460252.00
Total				201		98460252.00

The above table reveals that the annual expenditure being incurred on 201 sanctioned strength of Traffic Khallasi staff working in Traffic department over Delhi division is Rs.98460252.00

3.2.0 Proposed strength: The annual expenditure on the proposed strength of Traffic Khallasi staff is as under:-

S.No.	Category	Grade Rs.	Monthly value per post	P/S	Monthly expenditure	Annual expenditure
1	Traffic Khallasi	5200-20200-1800	40821	138	5633292	67599576.00
Total				138		67599576.00

The above table reveals that total annual expenditure on 138 proposed posts of Traffic khallasi staff will be reduced to 67599576.00 instead of ■98460252.00 and net recurring saving will be ■30860676.00 per annum.

### 3.0.0 FINANCIAL IMPLICATIONS

After the implementation of the work study recommendations following are the financial implications.

SN	Category	Grade Rs.	Refer Recom. No.	No. of surplus posts	Monthly value per posts Rs.	Anticipated annual recurring saving Rs.
1	Traffic Khallasi	5200-20200-1800	1	63	40821	30860676.00
Total				63		30860676.00

No. of posts identified as surplus: -

Group 'C'= Nil posts

Group 'D'= 63 posts

Total = 63 posts

Anticipated recurring saving = Rs 308.60 lacs per annum

Capital saving = Nil

Total saving = Rs 308.60 lacs per annum

\*\*\*\*

#### 4.0.0 WORK STUDY REPORT DETAILED CHART

Department : - Traffic

Name of study : - Review of Traffic Khallasi staff over DLI division.

Activity Centre : - Over Delhi Division

SN	Sub activity	Brief description of workload	Actual staff deployed	Work Study recommendation	Brief description of workload
1	The Traffic Khallasi staff is posted at different locations/offices to assist in day to day working.	The reduced workload in due to adoption of modern technology.	SS=201 O/R=142 Vac=59	The work study team identified 63 posts as surplus and recommended for surrender.	The work study team observed that the workload has been reduced after adoption of modern techniques in the operating department.

\*\*\*\*

LIST OF ANNEXURES

S.N.	Description	Annex. No.
1	Statement showing staff position of Traffic Khallasi staff over Delhi division.	I
2	Letter for conduction of work study No.16-CP/40/WS/18-19 dt. 08/10/2018.	II

\*\*\*\*\*

## Annexure-I

Statement showing staff position of Traffic Khallasi staff working in Traffic department over Delhi division.

S.N.	Category	S/S	O/R	Vac.
1	Traffic Khallasi	201	142	59
Total		201	142	59