



WORK STUDY REPORT
ON
REVIEW OF VEHICLE DRIVER
OVER
UMB DIVISION
2018-19

WORK STUDY TEAM

| | | |
|--------------------|------|--------|
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STUDY COMMENCED ON: 08.01.2019
STUDY COMPLETED ON : 12.02.2019

GUIDANCE
BY

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No. 16-CP/41/WS/2018-19

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EXECUTIVE SUMMARY

This study was allotted to Central Planning Cell, HQ Office, with a view to identify redundant/unproductive/obsolete activities of Vehicle Driver staff working under various department over Ambala Division to suggest ways & means to improve manpower productivity is as under:-

| S N | Total staff | S/S | O/R | Vacancy |
|-------|----------------|-----|-----|---------|
| 1 | Vehicle Driver | 68 | 59 | 09 |
| Total | | 68 | 59 | 09 |

STAFF POSITION

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

Gr. 'C' = 52 posts

Gr. 'D' = Nil

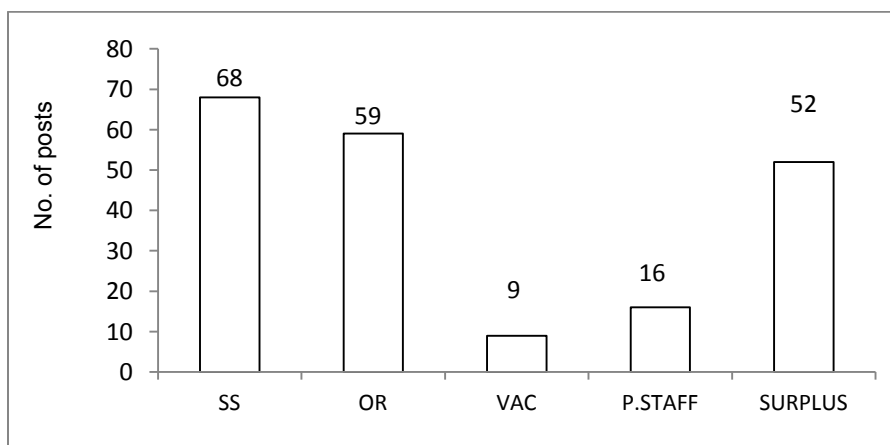
Total = 52 posts

FINANCIAL IMPLICATIONS:

Anticipated recurring savings = ₹396.28 lakh per annum.

Capital saving = Nil

Total = ₹396.28 lakh per annum



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SYNOPSIS

Vehicles are provided as staff car, Ambulance, Inspection vehicle, Tool van, Accident relief Van, staff transportation vehicle, material transport vehicles, emergency vehicles at Divisional level. These vehicles are procured on revenue/construction account; vehicles are also procured on replacement on account of existing old vehicles. Apart from procurement, vehicles are also provided by hiring them on replacement on account of existing vehicle which have outlived their codal life. Railway board issues guidelines from time to time regarding procurement, replacement and hiring of vehicle

Vehicle Drivers are nominated for Driving, Maintaining, Up-keeping of Railway Vehicles.

For hired vehicles, private drivers are hired as per the condition on hiring of vehicles on various accounts.

Vehicle Drivers perform the following duties:

- Inspecting vehicle prior to leaving the place.
- Check desired destinations and determines the most appropriate route.
- Pick up officers/Staff/Material at designated locations or when hailed and transport them to their desired destinations.
- Maintain accurate records (logbook), expenses etc during the shift.
- Arrange regular repairs, general maintenance and cleaning of vehicles.
- Arrange regular PUC (pollution under control certificate), insurance, fitness of vehicle etc.

SUMMARY OF RECOMMENDATIONS

| Rec. No. | Recommendations | Refer para No. | Accepting/ implementing authority. | | | | | | | | | | | | | | | | | | | | | | | | |
|----------|---|-----------------------|------------------------------------|--------------|---------------|---|--------------|-----------------------|----|---|-------------|-----------------------|----|---|--------------|-----------------------|----|---|---------------|-----------------------|----|-------|--|--|----|-------|------------------------|
| 1 | <p>It is proposed that 52 posts of vehicle drivers identified as surplus in different categories and grades over UMB division and recommended for surrender as follow:</p> <table border="1"> <thead> <tr> <th>S N</th><th>Category</th><th>Grade in ■■■</th><th>Surplus Posts</th></tr> </thead> <tbody> <tr> <td>1</td><td>V Driver MCM</td><td>9300+34800+4200 (L-6)</td><td>11</td></tr> <tr> <td>2</td><td>V Driver -I</td><td>5200-20200+2800 (L-5)</td><td>21</td></tr> <tr> <td>3</td><td>V Driver -II</td><td>5200-20200+2400 (L-4)</td><td>11</td></tr> <tr> <td>4</td><td>V Driver -III</td><td>5200-20200+1900 (L-2)</td><td>10</td></tr> <tr> <td colspan="3">Total</td><td>52</td></tr> </tbody> </table> | S N | Category | Grade in ■■■ | Surplus Posts | 1 | V Driver MCM | 9300+34800+4200 (L-6) | 11 | 2 | V Driver -I | 5200-20200+2800 (L-5) | 21 | 3 | V Driver -II | 5200-20200+2400 (L-4) | 11 | 4 | V Driver -III | 5200-20200+1900 (L-2) | 10 | Total | | | 52 | 2.2.3 | ADRM/UMB Sr DPO/UMB |
| S N | Category | Grade in ■■■ | Surplus Posts | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | V Driver MCM | 9300+34800+4200 (L-6) | 11 | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | V Driver -I | 5200-20200+2800 (L-5) | 21 | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | V Driver -II | 5200-20200+2400 (L-4) | 11 | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | V Driver -III | 5200-20200+1900 (L-2) | 10 | | | | | | | | | | | | | | | | | | | | | | | | |
| Total | | | 52 | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | <p>It is proposed that 35 vehicles which have already completed their codal life, process for condemnation of these vehicles should be initiated and process of hiring of vehicles on contract basis along with driver may be explored to increase the manpower productivity.</p> | 2.2.4 | ADRM/UMB Sr DPO/UMB | | | | | | | | | | | | | | | | | | | | | | | | |

ACKNOWLEDGEMENT

The Work Study team is highly grateful to Sh. Karan Singh, ADRM/UMB and Sh. Nikhil Dhongari, Sr. DPO/UMB and Sh. Gyan Mehta, DPO/UMB for giving their valuable guidance. The team is also thankful to all other functionaries for extending their cooperation in providing necessary data/information during the course of study.

1.0.0 INTRODUCTION

1.1.1 The Railways are the principal mode of transport of nation & have played a crucial role in the social, political and economic life of the country. Railways have successfully adapted to the changing needs of travel and transport. It has also absorbed advancement in the technology and kept itself in tune with the requirements of moving a large volume of Passengers and freight traffic. For successfully running the Railways, different activities are distributed among different departments.

1.1.2 Efficiency in terms of punctuality of trains is primary objectives of railways. Mobility of officers, staff and material is essential to achieve this objective. Railway has procured vehicles as staff car and material transportation vehicle for this purpose.

1.1.3 As per Railway Board's directives category of vehicle drivers has been taken as diminishing category and the activity is to be outsourced. The vehicles and vehicle drivers are being outsourced for various activities in all the departments for Railway working. Keeping in view SDGM has assigned the "Work Study on Review of Vehicle Driver over Ambala Division" to Central Planning Cell.

1.1.4 The work study team has collected the relevant data, discussed at various levels, critically examine the data in view of existing guidelines laid down by Railway Board for departmental road vehicle drivers, reviewed staff strength vis-à-vis workload

1.2.0 TERMS OF REFERENCE

The study of vehicle driver of all Department of UMB Division has been undertaken to review the existing work load and requirement in view to identify redundant/unproductive activities to eliminate wasteful expenditure.

- i) Rly. Board's D.O. letter No. E (MPP) 2006/1/89 dt. 04.10.2006 regarding vehicle drivers & vehicle maintenance staff to be taken as diminishing category and activity to be outsourced.
- ii) Outsourcing of vehicle & vehicle drivers.
- iii) Suggesting ways and means for improving the system economically and efficiently.

1.3.0 METHODOLOGY

The team applied the following work study techniques:-

- 1) Data collection and its critical analysis
- 2) Work sampling, analytical estimation, spot observation and physical checks.
- 3) Held discussions at various levels.

2.0.0 BRIEF DESCRIPTION, STAFF POSITION, WORKLOAD, CRITICAL ANALYSIS
PROPOSED REQUIREMENT OF STAFF AND RECOMMENDATIONS.

2.1.0. BRIEF DESCRIPTION

In the existing system, men, materials and machines of various wings are transported from one place to another by trains, cars, jeep, truck and by foot. But to meet an emergency at remote area/locations, urgent shifting of men/material by trains or by foot is not always convenient. But the truck, jeep or cars, can be sent to any location or nearby to it by Road and hence it is very good standby mode of transportation usually adopted by various officers of different departments.

2.1.1. It is essential to mention the departments where departmental vehicle drivers are utilized over UMB division are as under:-

| | | |
|--------------|--------------|----------------|
| 1) Admin. | 2) Personnel | 3) Commercial |
| 4) Operating | 5) Accounts | 6) Mech. C&W |
| 7) Mech. O&F | 8) TRD | 9) Engineering |
| 10) S&T | 11) Elect/G | 12) Medical |
| 13) Memu/SRE | 14) Store | 15) Safety |

2.1.2 Staff Position

During the conduct of study, the work study team collected the staff position of vehicle drivers from 'P' Branch Divisional HQ DRM Office/UMB. The detailed staff position of vehicle driver is depicted as Annexure No.II in the report and the summarized position is as under:

| S. No | Department | S/S | O/R | Vacancy |
|-------|----------------|-----|-----|---------|
| 1 | Administration | 4 | 4 | 0 |
| 2 | Personnel | 6 | 7 | +1 |
| 3 | Commercial | 1 | 1 | 0 |
| 4 | Operating | 2 | 2 | 0 |
| 5 | Accounts | 3 | 3 | 0 |
| 6 | Mech C&W | 9 | 6 | -3 |
| 7 | Mech O&F | 5 | 5 | 0 |
| 8 | TRD | 10 | 8 | -2 |
| 9 | Engineering | 14 | 8 | -6 |
| 10 | S&T | 5 | 5 | 0 |
| 11 | Elect/G | 2 | 3 | +1 |
| 12 | Medical | 5 | 5 | 0 |
| 13 | Memu/SRE | 2 | 2 | 0 |
| Total | | 68 | 59 | -9 |

The above table reveals that the on roll position of vehicle drivers are 59 against the sanction strength of 68 and 9 posts of vehicle drivers are lying vacant under various department over UMB Division.

2.1.3 Grade wise Detailed Staff position and financial implication of Vehicle Drivers over Ambala Division:

| S. No | Department | Grade | S/S | O/R | Vacancy | Financial implication of Drivers/month in █ | Total Financial implication of Drivers/month in █ |
|-------|----------------|-------|-----|-----|---------|---|---|
| 1 | Administration | 4200 | 01 | 01 | 0 | 80551 | 237349 |
| | | 2800 | 01 | 01 | 0 | 66218 | |
| | | 1900 | 02 | 02 | 0 | 90580 | |
| 2 | Personnel | 4200 | 01 | 01 | 0 | 80551 | 361664 |
| | | 2800 | 02 | 02 | 0 | 132436 | |
| | | 2400 | 01 | 01 | 0 | 58097 | |
| | | 1900 | 02 | 03 | +01 | 90580 | |
| 3 | Commercial | 2800 | 01 | 01 | 0 | 66218 | 66218 |
| 4 | Operating | 2800 | 02 | 02 | 0 | 132436 | 132436 |
| 5 | Accounts | 4200 | 01 | 01 | 0 | 80551 | 212987 |
| | | 2800 | 02 | 02 | 0 | 132436 | |
| 6 | Mech C&W | 4200 | 01 | 01 | 0 | 80551 | 585932 |
| | | 2800 | 05 | 01 | -04 | 331090 | |
| | | 2400 | 03 | 04 | +01 | 174291 | |
| 7 | Mech O&F | 4200 | 02 | 02 | 0 | 161102 | 330707 |
| | | 2800 | 01 | 01 | 0 | 66218 | |
| | | 2400 | 01 | 01 | 0 | 58097 | |
| | | 1900 | 01 | 01 | 0 | 45290 | |
| 8 | TRD | 4200 | 02 | 00 | -2 | 161102 | 637434 |
| | | 2800 | 03 | 03 | 0 | 198654 | |
| | | 2400 | 04 | 04 | 0 | 232388 | |
| | | 1900 | 01 | 01 | 0 | 45290 | |
| 9 | Engineering | 4200 | 01 | 01 | 0 | 80551 | 833310 |
| | | 2800 | 06 | 03 | -3 | 397308 | |
| | | 2400 | 03 | 02 | -1 | 174291 | |
| | | 1900 | 04 | 02 | -2 | 181160 | |
| 10 | S&T | 4200 | 02 | 02 | 0 | 161102 | 330707 |
| | | 2800 | 01 | 01 | 0 | 66218 | |
| | | 2400 | 01 | 01 | 0 | 58097 | |
| | | 1900 | 01 | 01 | 0 | 45290 | |
| 11 | Elect/G | 2800 | 01 | 01 | 0 | 66218 | 124315 |
| | | 2400 | 01 | 02 | +1 | 58097 | |
| 12 | Medical | 4200 | 02 | 02 | 0 | 161102 | 338828 |
| | | 2800 | 02 | 02 | 0 | 132436 | |
| | | 1900 | 01 | 01 | 0 | 45290 | |
| 13 | Memu/SRE | 4200 | 01 | 01 | 0 | 80551 | 138648 |
| | | 2400 | 01 | 01 | 0 | 58097 | |
| Total | | | 68 | 59 | -9 | 4330535 | 4330535 |

Grade wise staff position of Vehicle Drivers over UMB Division:

| Grade pay in Rs | S/S | O/R | Vacancy |
|-----------------|-----|-----|---------|
| 9300+34800+4200 | 14 | 12 | 02 |
| 5200-20200+2800 | 27 | 19 | 08 |
| 5200-20200+2400 | 15 | 17 | +02 |
| 5200-20200+1900 | 12 | 11 | 01 |
| Total | 68 | 59 | 09 |

2.1.4 During the conduct of study the work study team collected the various data/information for 4/18 to12/18 (9month) like type of vehicle fuel quota expenditure on fuel and maintenance etc. on departmental vehicles which are depicted as under:-

| S. N | Deptt. | Controlling Officer | Type of vehicle diesel/ petrol | Regn. No. | Quota of fuel/Yr in Lt | Exp on Fuel in (a) | Maintenance expenditure/Insurance in Rs/yr in (b) | Total Exp /yr 4/18 to12/18 (9month) in (a+b) | Total Exp /month in (a+b)/9 |
|------|----------------|---------------------|--------------------------------|---------------|------------------------|--------------------|---|--|-----------------------------|
| 1 | Admin | DRM/UMB | Indigo/ Diesel | HR-01X 0909* | 1800 | 55152 | 81830 | 136982 | 15220 |
| | | ADRM/UMB | Indigo/ Diesel | HR-1Y-0707 | 1800 | 86110 | 21720 | 107830 | 11981 |
| 2 | Personal | Sr DPO/UMB | Qualis/ Diesel | HR-37B 0966 | 1620 | 145000 | 50000 | 195000/- | 21667 |
| 3 | Commercial | Sr DCM/UMB | Tavera/ Diesel | HR 37c 8001 | 1620 | -- | 10000 Fuel/ Maintenance | 120000/ | 10000 |
| 4 | Operating | Sr DOM | Tavera/ Diesel | HR-37B 6750 | 1650 | 59667 | 20177 | 79844 | 8872 |
| | | Sr DOM/G | Tavera/ Diesel | HR-37C 0138 | 1650 | 74694 | 14386 | 89080 | 9898 |
| 5 | Account | Sr DFM | Tavera/ Diesel | HR-37C 7001 | 1620 | 144664 | 80883 | 225547 | 25061 |
| | | Sr DFM | Tavera/ Diesel | HR-40A | 1350 | 70525 | 23430 | 93955 | 10439 |
| 6 | Mechanical C&W | Sr DME | Tavera/ Diesel | HR-37C 0162 | 1500 | 62940 | 15846 | 78786 | 8754 |
| | | SSE/BTI | S Mazda/ Diesel | HR-37A 7844** | -- | 1500 | 7880 | 9380 | 4690 |
| | | SSE/BCN/UMB | Truck/ Diesel | HR-37A 1292 | 2070 | 110538 | 23081 | 133619 | 14846 |
| 7 | Mechanical O&F | Sr DME/O&F | Tavera/ Diesel | HR-37C 0390 | 2620 | 125893 | 13862 | 139755 | 15528 |
| | | DSL Shed/KLK | Jeep/ Diesel | HR 01H 9808 | 280 | 41000 | 46977 | 87977 | 9775 |
| | | DSL Shed/UMB | Truck / Diesel | HR 37D 5516 | -- | 14300 | 24369 | 38639 | 4297 |
| | | Loco Shed/UMB | Truck / Diesel | HR 37D 7446 | -- | 31924 | 31924 | 63848 | 7094 |
| | | P control/UMB | Truck / Diesel | HR 49A 4496 | -- | 104383 | 3617 | 108000 | 12000 |
| 8 | TRD | Sr DEE/ TRD | Tavera/ Diesel | HR 37B 6688 | -- | -- | -- | 154800 | 17200 |
| | | CTPC/UMB | Qualis/ Diesel | HR 21D 0075 | -- | -- | -- | 190389 | 21154 |
| | | TRD Depot/UMB | Truck/ Diesel | HR 37 6031 | -- | -- | -- | 211555 | 23506 |
| | | TRD Depot/ RPAR | Truck/ Diesel | HR 37A 4290 | -- | -- | -- | 308212 | 34246 |
| | | TRD Depot/ SIR | Truck/ Diesel | HR 37 5443 | -- | -- | -- | 269206 | 29912 |
| | | TRD Depot/ | Truck/ | HR 37A | -- | -- | -- | 236171 | 26241 |

| | | | | | | | | | |
|----|--------------|--------------------|----------------------|-----------------|------|--------|--------|--------|--------|
| | | CDG | Diesel | 4288 | | | | | |
| | | TRD Depot/ SRE | Truck/ Diesel | HR 37 4234 | -- | -- | -- | 163242 | 18138 |
| 9 | ENG | Sr DEN/C | Qualis/ Diesel | HR 85B 5737 | 1620 | 125398 | 13462 | 138860 | 15429 |
| | | DEN/spl | Sumo/ Diesel | HR 37A 5949 | 1620 | 80379 | 22770 | 103149 | 11461 |
| | | Sr DEN/I | Qualis/ Diesel | HR 37A 5689 | 1620 | 92570 | 12970 | 105540 | 11727 |
| 10 | S&T | Sr DSTE | Tavera/ Diesel | HR 37C 7454 | 1620 | -- | -- | 144000 | 12000 |
| | | DSTE/W/ UMB | Tavera/ Diesel | HR 37B 8418 | 1350 | -- | -- | 120000 | 10000 |
| | | DSTE/Tele UMB | Sumo/ Diesel | HR 37C 0439 | 1350 | -- | -- | 120000 | 10000 |
| | | DSTE/SIR | Bolero/ Diesel | HR01A M 5716 | -- | -- | -- | 60000 | 5000 |
| | | SSE/Sig-II UMB | Tata 207 Diesel | HR 37 1220 | -- | -- | -- | 120000 | 10000 |
| | | SSE/Tele BTI | Truck Diesel | HR 37A 3627 | -- | -- | -- | 120000 | 10000 |
| | | SSE/Tele-I UMB | Truck Diesel | HR 37 5446 | -- | -- | -- | 120000 | 10000 |
| | | SSE/Tele-II UMB | OFC Van/ Diesel | HR 37 6764 | -- | -- | -- | 120000 | 10000 |
| 11 | Electrical | Sr DEE/ UMB | Tavera/ Diesel | HR 37C 3023 | 1620 | 147248 | 138160 | 285508 | 31723 |
| | | SSE/P/RV/ UMB | Truck/ Diesel | HR 37 5824 | -- | 58724 | 55000 | 113724 | 12636 |
| 12 | Medical | DH/UMB | MUV Van/ Diesel | HR 37C 0200 | 1680 | 75645 | 40920 | 116565 | 12952 |
| | | DH/UMB | Ambulance/ Diesel | HR 37D 1014 | -- | 83422 | 8110 | 91532 | 10170 |
| | | DH/UMB | Ambulance/ Petrol | HR 37C 3402 | -- | 51725 | 20337 | 72062 | 8007 |
| | | DH/UMB | Ambulance/ Petrol | HR 37C 6256 | -- | 80606 | 2389 | 83995 | 9222 |
| 13 | Memu/ SRE | SSE/Store | Tavera/ Diesel | HR 37B 6689 | -- | 90000 | 3594 | 93594 | 10399 |
| | | SSE/Store | Truck/ Diesel | HR 37C 1649 | 2840 | 170400 | 9244 | 179644 | 19960 |
| 14 | Store | Sr DMM | Petrol | DL2CG 6804 | 1620 | 37260 | 10606 | 47866 | 5318 |
| | | | | | | | | | 114418 |

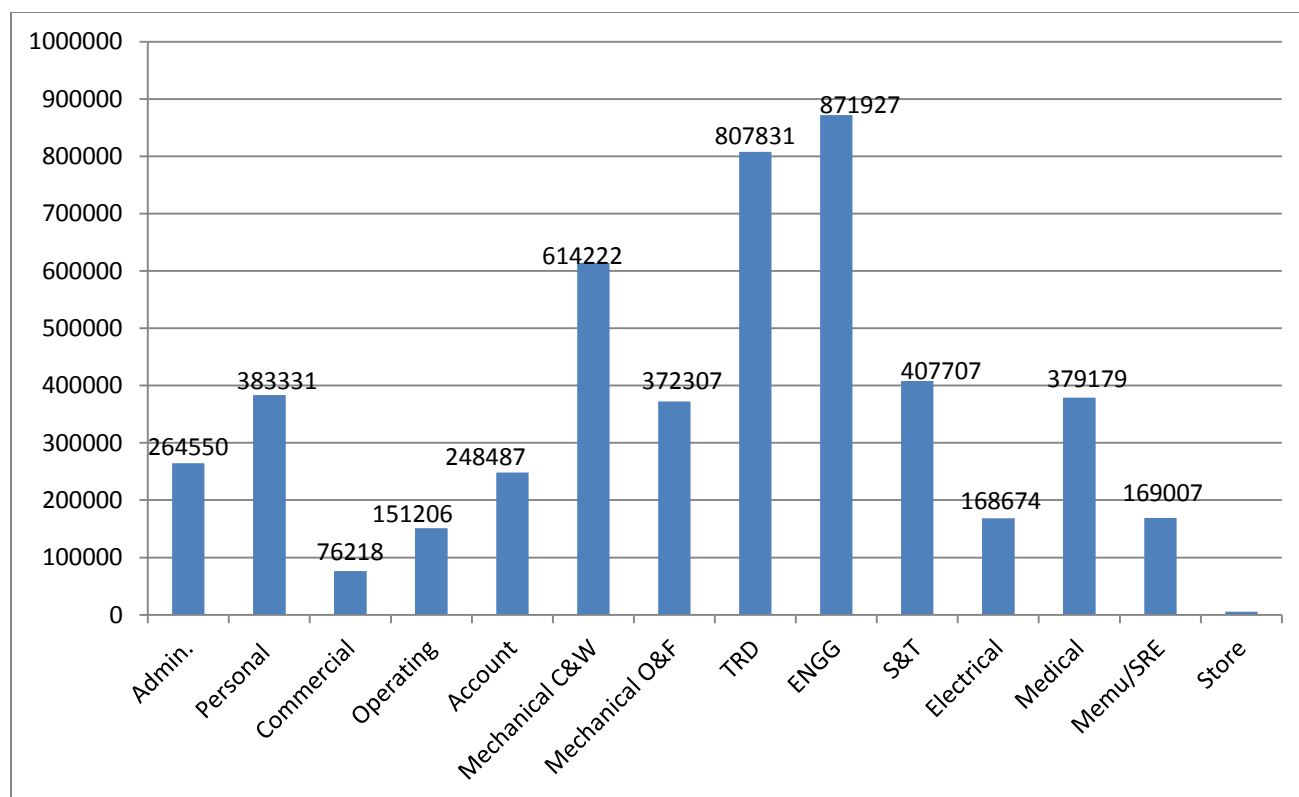
*Vehicle has been condemned by competent authority on 07.12.2017. One Maruti Ciaz Diesel is hired on contract basis and same is run by departmental vehicle driver.

**Vehicle has been condemned by competent authority on 07.12.2017 and departmental truck No HR-37A 1292 of BCN depot UMB is being used as and when required basis.

2.1.5 Expenditure on departmental vehicles and financial implication of vehicle drivers per month:

| S No | Deptt | No of vehi cles | Expenditure on vehicle per month ■ Fuel+ maintenance)(A) | No of Drivers Sanctioned | Financial implication of Drivers/month (B) | Total expenditure/ month (Department wise) (A+B) |
|---------------------------|----------------|-----------------|--|--------------------------|--|--|
| 1 | Admn | 02 | 27201 | 04 | 237349 | 264550 |
| 2 | Personal | 01 | 21667 | 06 | 361664 | 383331 |
| 3 | Commercial | 01 | 10000 | 01 | 66218 | 76218 |
| 4 | Operating | 02 | 18770 | 02 | 132436 | 151206 |
| 5 | Account | 02 | 35500 | 03 | 212987 | 248487 |
| 6 | Mechanical C&W | 03 | 28290 | 06 | 585932 | 614222 |
| 7 | Mechanical O&F | 05 | 41600 | 05 | 330707 | 372307 |
| 8 | TRD | 07 | 170397 | 10 | 637434 | 807831 |
| 9 | ENGG | 03 | 38617 | 14 | 833310 | 871927 |
| 10 | S&T | 08 | 77000 | 05 | 330707 | 407707 |
| 11 | Electrical | 02 | 44359 | 02 | 124315 | 168674 |
| 12 | Medical | 04 | 40351 | 05 | 338828 | 379179 |
| 13 | Memu/SRE | 02 | 30359 | 02 | 138648 | 169007 |
| 14 | Store | 1 | 5318 | -- | -- | 5318 |
| 15 | Safety | -- | -- | -- | -- | -- |
| Total | | 43 | 589429 | 68 | 4330535 | 4919964 |
| Average per month/vehicle | | | 13707.65 | -- | 100710.12 | 114417.76 say 114418 |

Department wise financial implications on Vehicle and Vehicle Drivers per month (in Rs.)



2.1.6 Detail of Hired vehicles on contract basis including all expenditure i.e. Driver, maintenance of Vehicles, parking and taxes etc per month:

During the conduct of study the work study team collected the various data/information like type of vehicle amount of contract per month etc which are depicted as under:-

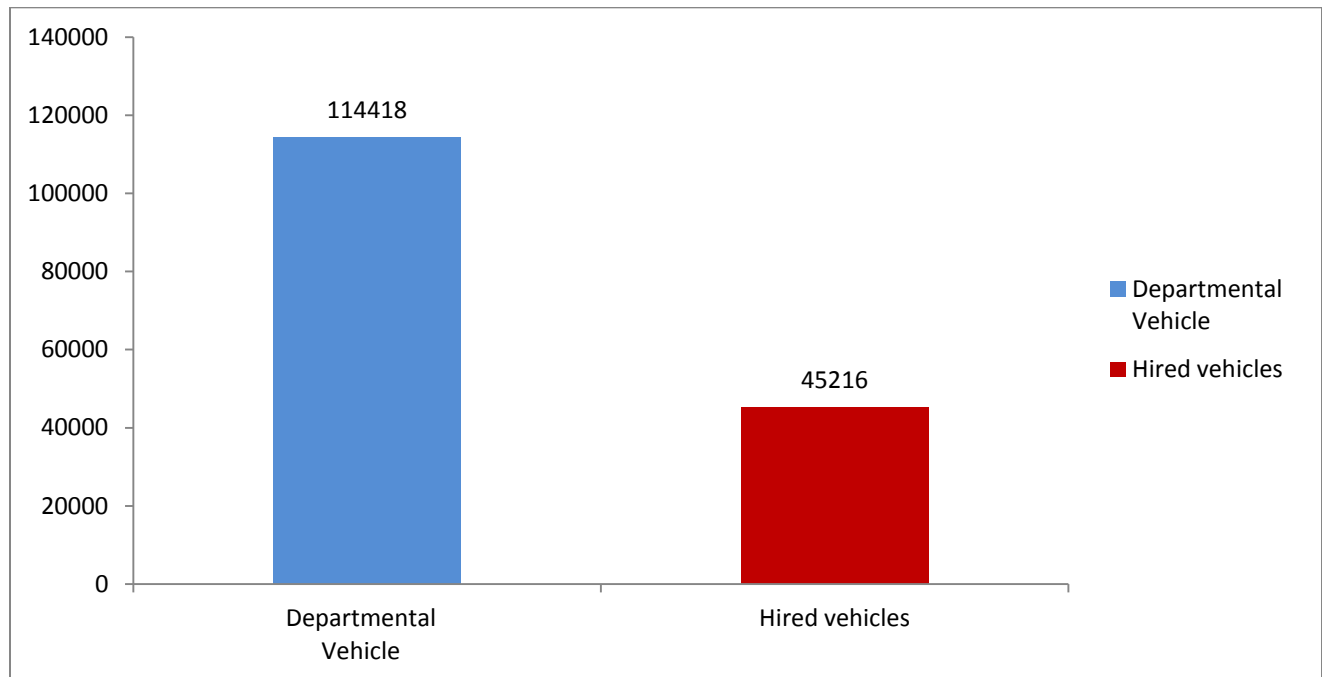
| S. No. | Deptt | Designation | Description | No of Vehicle Hired | Monthly Rates per vehicle in |
|--------|----------------|-----------------------|--|---------------------|------------------------------|
| 1 | Admin | DRM | CIAZ, Rate for 2500 Kms/month Charges for extra Km beyond 2500 Km @ 7.13/Km | 01 | 31139/- |
| 2 | Operating | Sr DOM | Mahindra Xylo, Rate for 2500 +100 Kms/month | 01 | 49800/- |
| | | DOM | 5 Seater Eteos, Rate for 2500 Kms/month | 01 | 40611/- |
| | | SD/UMB | 5 Seater Eteos, Rate for 2500 Kms/month | 01 | 40611/- |
| | | AO/SRE | 5 Seater Eteos Rate for 2500 Kms/month | 01 | 41346/- |
| 3 | Accounts | Sr DFM | Toyota Innova or similar Rate for 2500 Kms/month | 01 | 45500/- |
| 4 | Mechanical C&W | SSE/ C&W control/ UMB | MUV Rate for 2000 Kms/month including extra 300 km/month | 01 | 44000/- |
| | | ADME/ C&W CDG | MUV, Rate for 2500 Kms/month including extra 300 km/month | 01 | 49960/- |
| | | ADME/ C&W KJGY | MUV, Rate for 2500 Kms/month including extra 300 km/month | 01 | 49960/- |
| | | DME/ C&W UMB | MUV, Rate for 2500 Kms/month including extra 300 km/month | 01 | 49960/- |
| 5 | Engineering | ADEN/CDG | 5 Seater Taxi Rate for 2500 Kms/month | 01 | 40716/- |
| | | DEN/UMB | 5 Seater Taxi Rate for 2500 Kms/month | 01 | 40716/- |
| | | ADEN/SML | Tavera/Scorpio or similar Rate for 2500 Kms/month | 01 | 48132/- |
| | | DEN-II/ UMB | Tavera/Scorpio or similar Rate for 2500 Kms/month | 01 | 51521/- |
| | | ADEN/RPJ | 5 Seater Taxi Rate for 2500 Kms/month | 01 | 49264/- |
| | | ADEN/SIR | 5 Seater Taxi Rate for 2500 Kms/month | 01 | 49264/- |
| | | Sr DEN/Hq | Tavera/Scorpio or similar Rate for 2500 Kms/month | 01 | 46566/- |
| | | Sr DEN-IV | Tavera/Scorpio or similar Rate for 2500 Kms/month | 01 | 46566/- |
| | | Sr DEN-III | Tavera/Scorpio or similar Rate for 2500 Kms/month | 01 | 45710/- |
| | | ADEN/SRE | Tavera/Scorpio or similar Rate for 2500 Kms/month | 01 | 46160/- |
| 6 | S&T | SSE/Sig-I/ UMB | MUV/Diesel | 01 | 42500/- |
| | | SSE/Sig/CDG | MUV/Diesel, Rate for 2000 Kms/month | 01 | 42500/- |
| | | SSE/Sig/SRE | MUV/Diesel, Rate for 2000 Kms/month | 01 | 42500/- |
| | | SSE/Sig/BTI | MUV/Diesel, Rate for 2000 Kms/month | 01 | 43000/- |
| | | SSE/Sig/DUI | MUV/Diesel, Rate for 2000 Kms/month | 01 | 43000/- |
| | | SSE/Sig/RPJ | MUV/Diesel, Rate for 2000 Kms/month | 01 | 38900/- |
| | | SSE/Sig/SIR | MUV/Diesel, Rate for 2000 Kms/month | 01 | 38900/- |
| | | SSE/Sig/RPR | MUV/Diesel, Rate for 2000 Kms/month | 01 | 45900/- |

| | | | | | |
|--|--------------|-------------|---|----|----------------------|
| | | SSE/Sig/JUD | MUV/Diesel, Rate for 2000 Kms/month | 01 | 45900/- |
| 7 | Electrical/G | Sr DEE | Tavera / Diesel, Rate for 2500 Kms/month | 01 | 37500/- |
| | | SSE/P | Truck / Diesel, Rate for 2500 Kms/month | 01 | 68867/- |
| 8 | Safety | Sr DSO | Scorpio / Diesel, Rate for 2500 Kms/month | 01 | 49929/- |
| Total expenditure on 32 hired vehicle per month | | | | 32 | 1446898/- |
| Average expenditure per hired vehicle per month | | | | | 45215.56/- Say 45216 |

Comparative expenditure on departmental and hired vehicles

| Expenditure on Departmental vehicles/month in ■ | | Expenditure on Hired vehicles/month in ■ | | Difference in ■ |
|---|----------------|--|----------------|--------------------------------|
| for 43 vehicle | For 01 vehicle | for 32 vehicle | for 01 vehicle | 114418/45216=2.53 times higher |
| 4919964 | 114418 | 1446898 | 45216 | |

Comparative average expenditure on Departmental and Hired vehicle per vehicle per month (in Rs.)



Above discussion of work study reveals that both type of vehicles i.e. Railway departmental vehicles and private hired vehicles are in use at UMB division. From the perusal of para 2.1.5 and 2.1.6 it has been observed that **the hired vehicle on contract basis are much economical than the departmental vehicle. Expenditure on departmental vehicle is 2.53 times higher than that of hired vehicle on contract basis.**

The work study team is of the opinion that the departmental vehicles should be replaced by the hired vehicle on contract basis as per existing Rly Bd's guidelines and the departmental vehicle drivers will be rendered surplus.

2.2.0

CRITICAL ANALYSIS:

During the conduct of study the team collected the data/information and examined critically as per guidelines laid down by Railway Board and held discussions at various levels.

2.2.1

Rly. Board's D.O. letter No. E(MPP)2006/1/89 dt. 04.10.2006 regarding vehicle drivers & vehicle maintenance staff to be taken as diminishing category and activity to be outsourced.

2.2.2

Codal Life of Vehicle:

Railway Board's directive regarding codal life of assets and Condemnation of vehicle is to be followed accordingly.

Board's [No.- 2002/AC-II/10, dated 24.05.2006]

- It is observed that the sanctioned cadre of departmental Vehicle Driver in all departments of Ambala division is 68 and 59 Vehicle Driver are deployed. The requirement of Vehicle Driver for different departments in Ambala Division has been assessed based on the present workload, Railway Board Guidelines, analysis of data collected and discussions held with various levels.
- There are 43 departmental vehicles running over UMB division and on an average expenditure per month per vehicle is ₹114418/-. 32 hired vehicles are also running over UMB division on contract basis and on an average expenditure per month per vehicle is ₹45216/-. Expenditure on departmental vehicles is **2.53 times higher** as compared to hired vehicles on contract basis.
- Codal life/service life of various classes of departmental vehicles has been assessed as per Rly Board's letter No 2002/AC-H/1/10 dt 24.05.2006.
- During the course of works study, it is observed that out of total 43 departmental vehicles 02 vehicles have already been condemned; 06 vehicles are running within their codal life and 35 vehicles are very old as have crossed their codal life. It is evident that the old vehicles are not fuel efficient, not environment friendly, unfit in BS norms, may face the problem of frequent break down and uneconomical to operate. This may result into increase in operational & maintenance expenses; this may also cause failure during emergent situation. To avoid this it is inevitable that old vehicles must be phased out after completing of their codal life.
- During the course of work study it is observed that some Deptts using of departmental vehicles which is most uneconomical and unproductive, like Engg deptt has 03 departmental vehicles and 14 vehicle drivers are sanctioned as well as Personal deptt has only 01 departmental vehicle and 06 vehicle drivers are sanctioned.
- The identified surplus posts of Vehicle Drivers may be surrendered at the earliest.

2.2.3 Department wise Proposed Requirement of Vehicle Drivers:

During the conduct of study, the work study team collected the department wise workload of vehicle drivers in terms of number of vehicles, age of vehicle (codal life), fuel consumption, expenditure on maintenance and vehicle hired on contract basis and examined critically. The work study team has taken into consideration the deployment of staff, guidelines laid down by Railway Board and comparison of expenses incurred on departmental vehicle and hired vehicle, while proposing the requirement of vehicle driver staff. The department wise proposed requirement is discussed as under:

| S.N | Deptt. | Controlling Officer | Proposed requirement of staff | Remarks |
|-----|----------------|---------------------|-------------------------------|---|
| 1 | Admin | DRM/UMB | 02 | <p>Out of total 43 departmental vehicles only 06 vehicles are within their codal life, (2 already condemned) and 35 vehicles have already completed their codal life vide Rly Bd's letter No 2002/AC-H/1/10 dt 24.05.2006, therefore, process for condemnation of these vehicles should be initiated and process of hiring of vehicles may be explored.</p> <p>The departmental vehicles are much expensive and uneconomical than the hired vehicles on contract basis as described vide para 2.1.5 and 2.1.6 in this report. All departments are proposed to hire the vehicles on contract basis to increase economy and man power productivity.</p> <p>*Drivers have been proposed with respective controlling officer as vehicles have still their codal life to keep the vehicle in operation till codal life of vehicle.</p> |
| | | ADRM/UMB | 02 | |
| 2 | Personal | Sr DPO/UMB | -- | |
| 3 | Commercial | Sr DCM/ UMB | -- | |
| 4 | Operating | Sr DOM | -- | |
| | | Sr DOM/G | -- | |
| 5 | Account | Sr DFM | -- | |
| | | Sr DFM | -- | |
| 6 | Mechanical C&W | Sr DME | -- | |
| | | SSE/BTI | -- | |
| | | SSE/BCN/UMB | -- | |
| 7 | Mechanical O&F | Sr DME/O&F | -- | |
| | | DSL Shed/KLK | -- | |
| | | DSL Shed/UMB | 01* | |
| | | Loco Shed/UMB | 01* | |
| | | Power control/UMB | -- | |
| 8 | TRD | Sr DEE/TRD | -- | |
| | | CTPC/UMB | -- | |
| | | TRD Depot/UMB | -- | |
| | | TRD Depot/RPAR | -- | |
| | | TRD Depot/SIR | -- | |
| | | TRD Depot/CDG | -- | |
| 9 | ENGG | TRD Depot/SRE | -- | |
| | | Sr DEN/C | -- | |
| | | DEN/spl | -- | |
| 10 | S&T | Sr DEN/I | -- | |
| | | Sr DSTE | 01* | |
| | | DSTE/W/UMB | -- | |
| | | DSTE/Tele UMB | -- | |
| | | DSTE/SIR | 01* | |
| | | SSE/Sig-II/UMB | -- | |
| | | SSE/Tele/BTI | -- | |
| | | SSE/Tele-I/UMB | -- | |
| 11 | Electrical | SSE/Tele-II UMB | -- | |
| | | Sr DEE/ UMB | -- | |
| | | SSE/P/RV/ UMB | -- | |

| | | | | |
|--------------------|--------------|-----------|-----------------|--|
| 12 | Medical | DH/UMB | -- | |
| | | DH/UMB | 01* | |
| | | DH/UMB | 01* | |
| | | DH/UMB | -- | |
| 13 | Memu/ SRE | SSE/Store | -- | |
| | | SSE/Store | -- | |
| 14 | Store | Sr DMM | -- | |
| For emergency work | | | 02 | |
| Total | | | 12 | |
| LR @ 12.5% | | | 1.5 | |
| Total | | | 13.5 | |
| RG @ 16.5% | | | 2.22 | |
| Grand Total | | | 15.77 say 16 | |

The above table reveals that the proposed requirement of vehicle drivers comes to 16 against the sanctioned strength of 68 and 52 posts of vehicle drivers identified as surplus in different categories and grades over UMB division and recommended for surrender.

Recommendation No 1:

It is proposed that 52 posts of vehicle drivers identified as surplus in different categories and grades over UMB division and recommended for surrender as follow:

| S No | Category | Grade pay in Rs | Surplus posts |
|-------|---------------|-----------------------|---------------|
| 1 | V Driver MCM | 9300+34800+4200 (L-6) | 11 |
| 2 | V Driver -I | 5200-20200+2800 (L-5) | 20 |
| 3 | V Driver –II | 5200-20200+2400 (L-4) | 11 |
| 4 | V Driver -III | 5200-20200+1900 (L-2) | 10 |
| Total | | | 52 |

2.2.4 Codal life of vehicles:

During the conduct of study the work study team discussed the codal life of the vehicles being used at various levels. Codal life/service life of various classes of railway assets has been reassessed Vide Railway Board's letter No 2002/AC-H/1/10 dt 24.05.2006, which is annexed as annexure No III in the report. Department wise/vehicle wise codal life of the vehicles is depicted as under.

| S.N | Deptt. | Controlling Officer | Type of vehicle diesel/petrol | Regn. No. | Date of Mfg | Codal life as per Rly Bd's letter | Remarks |
|-----|------------|---------------------|-------------------------------|-------------|-------------|-----------------------------------|---|
| 1 | Admin | DRM/UMB | Indigo/Diesel | HR-01X 0909 | 2008 | 07 | Already Condemned |
| | | ADRM/UMB | Indigo/Diesel | HR-01Y-0707 | 2008 | 07 | Codal life of the vehicle no. HR-01Y-0707 was completed in year 2015 and it has already run for additional 03 years. Therefore process for condemnation of this vehicle and purchase of new vehicle should be initiated. |
| 2 | Personal | Sr DPO/UMB | Qualis/Diesel | HR-37B 0966 | 2007 | 10 | Codal life of the vehicle no HR-37B 0966 was completed in year 2017 and it has already run for additional 01 yr. therefore, process for condemnation of the vehicle should be initiated and process of hiring of vehicle may be explored. |
| 3 | Commercial | Sr DCM/UMB | Tavera/Diesel | HR 37c 8001 | 2007 | 10 | Codal life of the vehicle no HR 37c 8001 was completed in year 2017 and it has already run for additional 01 yr. therefore, process for condemnation of the vehicle should be initiated and process of hiring of vehicle may be explored. |
| 4 | Operating | Sr DOM | Tavera/Diesel | HR-37B 6750 | 2006 | 10 | Codal life of the vehicle no HR-37B 6750 was completed in year 2016 and it has already run for additional 02 yr. |

| | | | | | | | |
|---|-----------------|----------|---------------|-------------|------|----|--|
| | | | | | | | therefore, process for condemnation of the vehicle should be initiated and process of hiring of vehicle may be explored. |
| | | Sr DOM/G | Tavera/Diesel | HR-37C 0138 | 2007 | 10 | Codal life of the vehicle no HR-37C 0138 was completed in year 2017 and it has already run for additional 01 years, therefore, process for condemnation of the vehicle should be initiated and process of hiring of vehicle may be explored. |
| 5 | Account | Sr DFM | Tavera/Diesel | HR-37C 7001 | 2007 | 10 | Codal life of the vehicle no HR-37C 7001 was completed in year 2017 and it has already run for additional 01 years, therefore, process for condemnation of the vehicle should be initiated and process of hiring of vehicle may be explored. |
| | | Sr DFM | Tavera/Diesel | HR-40A | 2004 | 10 | Codal life of the vehicle no HR-40A was completed in year 2014 and it has already run for additional 04 years, therefore, process for condemnation of the vehicle should be initiated and process of hiring of vehicle may be explored. |
| 6 | Mechanica I C&W | Sr DME | Tavera/Diesel | HR-37C 0162 | 2007 | 10 | Codal life of the vehicle no HR-37C 0162 was completed in year 2017 and it has already run for additional 01 years, therefore, process for condemnation of the vehicle should be initiated and |

| | | | | | | | |
|---|-----------------|---------------|----------------|---------------|------|----|--|
| | | | | | | | process of hiring of vehicle may be explored. |
| | | SSE/BTI | Mazda/Diesel | HR-37A 7844** | 1999 | 10 | Already Condemned, hiring of new vehicle should be initiated. |
| | | SSE/BCN/UMB | Truck/Diesel | HR-37A 1292 | 2000 | 10 | Codal life of the vehicle no HR-37C 0162 was completed in year 2010 and it has already run for additional 08 years, therefore, process for condemnation of the vehicle should be initiated and process of hiring of vehicle may be explored. |
| 7 | Mechanica I O&F | Sr DME/O&F | Tavera/Diesel | HR-37C 0390 | 2007 | 10 | Codal life of the vehicle HR-37C 0390 was completed in year 2017 and it has already run for additional 01 years, therefore, process for condemnation of the vehicle should be initiated and process of hiring of vehicle may be explored. |
| | | DSL Shed/KLK | Jeep/Diesel | HR 01H 9808 | 1999 | 07 | Codal life of the vehicle HR 01H 9808 was completed in year 2009 and it has already run for additional 11 years, therefore, process for condemnation of the vehicle should be initiated and process of hiring of vehicle may be explored. |
| | | DSL Shed/UMB | Truck / Diesel | HR 37D 5516 | 2015 | 10 | within codal life |
| | | Loco Shed/UMB | Truck / Diesel | HR 37D 7446 | 2013 | 10 | within codal life |
| | | P control/UMB | Truck/Diesel | HR 49A 4496 | 2005 | 10 | Codal life of the vehicle HR 49A 4496 was completed in year 2015 and it has already run for additional 03 years, therefore, process for condemnation of |

| | | | | | | | |
|---|-----|-----------------|---------------|-------------|------|----|---|
| | | | | | | | the vehicle should be initiated and process of hiring of vehicle may be explored. |
| 8 | TRD | Sr DEE/TRD | Truck/Diesel | HR 37B 6688 | 2005 | 10 | Codal life of the vehicle HR 37B 6688 was completed in year 2015 and it has already run for additional 03 years, therefore, process for condemnation of the vehicle should be initiated and process of hiring of vehicle may be explored. |
| | | CTPC/UMB | Qualis/Diesel | HR 21D 0075 | 2003 | 10 | Codal life of the vehicle HR 21D 0075 was completed in year 2013 and it has already run for additional 05 years, therefore, process for condemnation of the vehicle should be initiated and process of hiring of vehicle may be explored. |
| | | TRD Depot/UMB | Truck/Diesel | HR 37 6031 | 1996 | 10 | Codal life of the vehicle HR 37 6031 was completed in year 2006 and it has already run for additional 12 years, therefore, process for condemnation of the vehicle should be initiated and process of hiring of vehicle may be explored. |
| | | TRD Depot/ RPAR | Truck/Diesel | HR 37A 4290 | 2002 | 10 | Codal life of the vehicle HR 37A 4290 was completed in year 2012 and it has already run for additional 06 years, therefore, process for condemnation of the vehicle should be initiated and process of hiring of vehicle may be |

| | | | | | | | |
|---|------|---------------|---------------|-------------|------|----|---|
| | | | | | | | explored. |
| | | TRD Depot/SIR | Truck/Diesel | HR 37 5443 | 1996 | 10 | Codal life of the vehicle HR 37 5443 was completed in year 2006 and it has already run for additional 12 years, therefore, process for condemnation of the vehicle should be initiated and process of hiring of vehicle may be explored. |
| | | TRD Depot/CDG | Truck/Diesel | HR 37A 4288 | 2002 | 10 | Codal life of the vehicle HR 37 4288 was completed in year 2012 and it has already run for additional 06 years, therefore, process for condemnation of the vehicle should be initiated and process of hiring of vehicle may be explored. |
| | | TRD Depot/SRE | Truck/Diesel | HR 37 4234 | 1998 | 10 | Codal life of the vehicle HR 37 4234 was completed in year 2008 and it has already run for additional 10 years, therefore, process for condemnation of the vehicle should be initiated and process of hiring of vehicle may be explored. |
| 9 | ENGG | Sr DEN/C | Qualis/Diesel | HR 85B 5737 | 2004 | 10 | Codal life of the vehicle HR 85B 5737 was completed in year 2014 and it has already run for additional 04 years, therefore, process for condemnation of the vehicle should be initiated and process of hiring of vehicle may be explored. |
| | | DEN/spl | Sumo/Diesel | HR 37A 5949 | 2003 | 10 | Codal life of the vehicle HR 37A 5949 was completed in year |

| | | | | | | | |
|----|-----|----------------|-----------------|--------------|------|----|---|
| | | | | | | | 2013 and it has already run for additional 05 years, therefore, process for condemnation of the vehicle should be initiated and process of hiring of vehicle may be explored. |
| | | Sr DEN/I | Qualis/Diesel | HR 37B 5689 | 2004 | 10 | Codal life of the vehicle HR 37B 5689 was completed in year 2014 and it has already run for additional 04 years, therefore, process for condemnation of the vehicle should be initiated and process of hiring of vehicle may be explored. |
| 10 | S&T | Sr DSTE | Tavera/Diesel | HR 37C 7454 | 2011 | 10 | within codal life |
| | | DSTE/W/U MB | Tavera/Diesel | HR 37B 8418 | 2006 | 10 | Codal life of the vehicle HR 37B 8418 was completed in year 2016 and it has already run for additional 02 years, therefore, process for condemnation of the vehicle should be initiated and process of hiring of vehicle may be explored. |
| | | DSTE/Tele/UMB | Sumo/Diesel | HR 37C 0439 | 2007 | 10 | Codal life of the vehicle HR 37C 0439 was completed in year 2017 and it has already run for additional 01 years, therefore, process for condemnation of the vehicle should be initiated and process of hiring of vehicle may be explored. |
| | | DSTE/SIR | Bolero/ Diesel | HR 01AM 5716 | 2015 | 10 | within codal life |
| | | SSE/Sig-II UMB | Tata 207 Diesel | HR 37 1220 | 2008 | 10 | Codal life of the vehicle HR 37 1220 was completed in |

| | | | | | | | |
|----|------------|-----------------|---------------|-------------|------|----|--|
| | | | | | | | 2018, therefore, process for condemnation of the vehicles should be initiated and process of hiring of vehicle may be explored. |
| | | SSE/Tele BTI | Truck/Diesel | HR 37A 3627 | 2001 | 10 | Codal life of the vehicle HR 37A 3627 was completed in year 2011 and it has already run for additional 07 years, therefore, process for condemnation of the vehicles should be initiated and process of hiring of vehicle may be explored. |
| | | SSE/Tele-I UMB | Truck/Diesel | HR 37 5446 | 1996 | 10 | Codal life of the vehicle HR 37 5446 was completed in year 2006 and it has already run for additional 12 years, therefore, process for condemnation of the vehicles should be initiated and process of hiring of vehicle may be explored. |
| | | SSE/Tele-II UMB | OFC Van/ Dsl | HR 37 6764 | 1998 | 10 | Codal life of the vehicle HR 37 6764 was completed in year 2008 and it has already run for additional 10 years, therefore, process for condemnation of the vehicles should be initiated and process of hiring of vehicle may be explored. |
| 11 | Electrical | Sr DEE/ UMB | Tavera/Diesel | HR 37C 3023 | 2009 | 10 | Codal life of the vehicle HR 37C 3023 being completed in year 2019, therefore, process for condemnation of the vehicles should be initiated and process of hiring of |

| | | | | | | | |
|----|-----------|--------------|-------------------|-------------|------|----|--|
| | | | | | | | vehicle may be explored. |
| | | SSE/P/RV/UMB | Truck/ Diesel | HR 37 5824 | 1993 | 10 | Codal life of the vehicle HR 37 5824 was completed in year 2003 and it has already run for additional 15 years, therefore, process for condemnation of the vehicles should be initiated and process of hiring of vehicle may be explored. |
| 12 | Medical | DH/UMB | MUV Van/ Diesel | HR 37C 0200 | 2007 | 10 | Codal life of the vehicle HR 37C 0200 was completed in year 2017 and it has already run for additional 01 years, therefore, process for condemnation of the vehicles should be initiated and process of hiring of vehicle may be explored. |
| | | DH/UMB | Ambulance/ Diesel | HR 37D 1014 | 2013 | 10 | within codal life |
| | | DH/UMB | Ambulance/ Petrol | HR 37C 3402 | 2009 | 10 | Codal life of the vehicle HR 37C 3402 being completed in year 2019, therefore, process for condemnation of the vehicle should be initiated and process of hiring of vehicle may be explored. |
| | | DH/UMB | Ambulance/Pet | HR 37C 6256 | 2017 | 10 | within codal life |
| 13 | Memu/ SRE | SSE/Store | Tavera/Diesel | HR 37B 6689 | 2006 | 10 | Codal life of the vehicle HR 37B 6689 was completed in year 2016 and it has already run for additional 02 years, therefore, process for condemnation of the vehicles should be initiated and process of hiring of vehicle may be explored. |
| | | SSE/Store | Truck/Diesel | HR 37C | 2008 | 10 | Codal life of the |

| | | | | | | | |
|----|-------|--------|------------|------------|------|----|---|
| | | | | 1649 | | | vehicle HR 37C 1649 was completed in year 2018, therefore, process for condemnation of the vehicles should be initiated and process of hiring of vehicle may be explored. |
| 14 | Store | Sr DMM | LMV/Petrol | DL2CG 6804 | 1995 | 10 | Codal life of the vehicle DL2CG 6804 was completed in year 2005 and it has already run for additional 13 years, therefore, process for condemnation of the vehicles should be initiated and process of hiring of vehicle may be explored. |

Above table reveals that out of total 43 vehicles only 06 vehicles are running within their codal life as per Railway Board's letter No 2002/AC-H/1/10 dt 24.05.2006, (2 vehicles have already been condemned) 35 vehicles have already completed their codal life, therefore, process for condemnation of these vehicles should be initiated and process of hiring of vehicles along with drivers on contract basis may be explored as per requirement. As already discussed in para 2.1.5 and 2.1.6 it has been observed that the hired vehicle on contract basis are much economical than the departmental vehicle. Expenditure on departmental vehicle is **2.53 times** higher than that of hired vehicle on contract basis running over UMB division. Departmental vehicle drivers will become surplus after hiring the new vehicle on contract basis along with driver. Thus surplus departmental vehicle drivers should be surrendered.

Recommendation No. 2:

It is proposed that 35 vehicles which have already completed their codal life, process for condemnation of these vehicles should be initiated and process of hiring of vehicles on contract basis along with driver may be explored to increase the manpower productivity.

3.0.0 FINANCIAL IMPLICATIONS

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

| S.N | Category | Grade in ■■ | Refer Recom. No. | No. of surplus posts | Monthly value per post in ■■ | Anticipated annual recurring saving in ■■ |
|-------|-----------------------|--------------------------|------------------------|----------------------------|------------------------------------|---|
| 1 | Vehicle Driver MCM | 9300-34800- 4200 (L6) | 2.2.3 | 11 | 80551 | 10632732/- |
| 2 | Vehicle Driver-I | 5200-20200 2800 (L5) | | 20 | 66218 | 15892320/- |
| 3 | Vehicle Driver-II | 5200-20200- 2400 (L4) | | 11 | 58097 | 7668804/- |
| 4 | Vehicle Driver-III | 5200-20200- 1900 (L2) | | 10 | 45290 | 5434800/- |
| Total | | | | 52 | | 39628656/- |

No. of posts identified as surplus:-

Group C = 52 posts

Group D = Nil Posts

Total = 52 posts

Anticipated recurring saving = ■■396.28lakh per annum

Capital saving = Nil

Total saving = ■■396.28 lakh per annum

4.00 PRODUCTIVITY

4.1.0 The total annual expenditure on the sanctioned strength of Vehicle driver staff working over UMB Division is tabulated as under:-

| SN | Category | Pay Scale + Grade Pay in■ | Monthly value per posts in■ | Sanctioned strength | Total annual expenditure in■ |
|-------|--------------------|---------------------------|-----------------------------|---------------------|------------------------------|
| 1 | Vehicle Driver | 9300-34800-4600 L-6 | 80551 | 14 | 13532568/- |
| 2 | Vehicle Driver-I | 5200-20200-2800 L-5 | 66218 | 27 | 21454632/- |
| 3 | Vehicle Driver-II | 5200-20200-2400 L-4 | 58097 | 15 | 10457460/- |
| 4 | Vehicle Driver-III | 5200-20200-1900 L-2 | 45290 | 12 | 6521760/- |
| Total | | | | 68 | 51966420/- |

The above table reveals that ■51966420 per annum is being spent on the above sanctioned strength of vehicle driver over UMB Division.

4.2.0 The annual expenditure on the proposed strength Vehicle Driver staff working over UMB Division is tabulated as under:-

| S N | Category | Pay Scale + Grade Pay | Monthly value per posts in■ | Proposed strength | Total annual expenditure in ■ |
|-------|--------------------|-----------------------|-----------------------------|-------------------|-------------------------------|
| 1 | Vehicle Driver | 9300-34800 4600 L6 | 80551 | 3 | 2899836/- |
| 2 | Vehicle Driver-I | 5200-20200-2800 L5 | 66218 | 7 | 5562312/- |
| 3 | Vehicle Driver-II | 5200-20200-2400 L4 | 58097 | 4 | 2788656/- |
| 4 | Vehicle Driver-III | 5200-20200-1900 L2 | 45290 | 2 | 1086960/- |
| Total | | | | 16 | 12337764/- |

The above table reveals that after the implementation of the work study report, the expenditure on the proposed staff will come to ■ 12337764/-Therefore the expenditure will be reduced from to ■ 51966420 to /-■ 12337764/-.

WORK STUDY REPORT DETAILED CHART

Department : Personnel
Name of study : Review of Vehicle Driver staff working over UMB Division.

Activity Centre : All Departments officer of UMB Division.

| S. No | Sub-activity | Actual staff deployed | Work Study recommendation | Representative Workload |
|-------|--|----------------------------|---|--|
| 1 | Utility of vehicle driver under various officers of the following departments, ADMN, Personnel, Comml. Optg., Accounts, Mech. C&W, Mech O&F, TRD, Engg, S&T, Elect./G, Medical, MEMU/SRE, Store & Safety | S/S=68 O/R=59 Vac=09 | S/S=68 Proposed=16 Surplus =52 (Group C=52 Group D=Nil) | To drive the various type of vehicles of officers working in different department of UMB Division. |

LIST OF ANNEXURES

| S.N. | Description | Annexure No. |
|------|--|--------------|
| 1 | Authority letter to conduct the work study report No. 16-P/41/WS/18-19 | I |
| 2 | Category and grade wise sanctioned and on roll position of vehicle driver staff working over UMB Division. | II |
| 3 | Statement showing codal life of assets/vehicle Rly. Board's letter No.2002/AC-II/10 dt.24.5.2006 | III |

Department wise grade wise Detailed Staff position of Vehicle Drivers over Ambala Division:

| S. No | Department | Grade in ■■■ | S/S | O/R | Vacancy |
|-------|----------------|-----------------|-----|-----|---------|
| 1 | Administration | 9300+34800+4200 | 01 | 01 | 0 |
| | | 5200-20200+2800 | 01 | 01 | 0 |
| | | 5200-20200+1900 | 02 | 02 | 0 |
| 2 | Personnel | 9300+34800+4200 | 01 | 01 | 0 |
| | | 5200-20200+2800 | 02 | 02 | 0 |
| | | 5200-20200+2400 | 01 | 01 | 0 |
| | | 5200-20200+1900 | 02 | 03 | +01 |
| 3 | Commercial | 5200-20200+2800 | 01 | 01 | 0 |
| 4 | Operating | 5200-20200+2800 | 02 | 02 | 0 |
| 5 | Accounts | 9300+34800+4200 | 01 | 01 | 0 |
| | | 5200-20200+2800 | 02 | 02 | 0 |
| 6 | Mech C&W | 9300+34800+4200 | 01 | 01 | 0 |
| | | 5200-20200+2800 | 05 | 01 | -04 |
| | | 5200-20200+2400 | 03 | 04 | +01 |
| 7 | Mech O&F | 9300+34800+4200 | 02 | 02 | 0 |
| | | 5200-20200+2800 | 01 | 01 | 0 |
| | | 5200-20200+2400 | 01 | 01 | 0 |
| | | 5200-20200+1900 | 01 | 01 | 0 |
| 8 | TRD | 9300+34800+4200 | 02 | 00 | -2 |
| | | 5200-20200+2800 | 03 | 03 | 0 |
| | | 5200-20200+2400 | 04 | 04 | 0 |
| | | 5200-20200+1900 | 01 | 01 | 0 |
| 9 | Engineering | 9300+34800+4200 | 01 | 01 | 0 |
| | | 5200-20200+2800 | 06 | 03 | -3 |
| | | 5200-20200+2400 | 03 | 02 | -1 |
| | | 5200-20200+1900 | 04 | 02 | -2 |
| 10 | S&T | 9300+34800+4200 | 02 | 02 | 0 |
| | | 5200-20200+2800 | 01 | 01 | 0 |
| | | 5200-20200+2400 | 01 | 01 | 0 |
| | | 5200-20200+1900 | 01 | 01 | 0 |
| 11 | Elect/G | 5200-20200+2800 | 01 | 01 | 0 |
| | | 5200-20200+2400 | 01 | 02 | +1 |
| 12 | Medical | 9300+34800+4200 | 02 | 02 | 0 |
| | | 5200-20200+2800 | 02 | 02 | 0 |
| | | 5200-20200+1900 | 01 | 01 | 0 |
| 13 | Memu/SRE | 9300+34800+4200 | 01 | 01 | 0 |
| | | 5200-20200+2400 | 01 | 01 | 0 |
| Total | | | 68 | 59 | -9 |

Summarized grade wise staff position of Vehicle Drivers over UMB Division:

| Grade pay in Rs | S/S | O/R | Vacancy |
|--------------------|-----|-----|---------|
| 9300+34800+4200 L6 | 14 | 12 | -02 |
| 5200-20200+2800 L5 | 27 | 19 | -08 |
| 5200-20200+2400 L4 | 15 | 17 | +02 |
| 5200-20200+1900 L2 | 12 | 11 | -01 |
| Total | 68 | 59 | -09 |

Salient features of work study report No. 16-CP-41/WS/2018-19

Sub: "Work Study on Review of Vehicle Driver over Ambala Division"

Staff Position:

| | | |
|------|--|-----|
| i) | Sanctioned strength of Reservation staff | =68 |
| ii) | On roll strength | =59 |
| iii) | Vacancy | =09 |
| v) | Proposed staff | =16 |
| vi) | Identified as surplus for surrender | =52 |

2.

- i) There are 43 departmental vehicles running over UMB division and on an average expenditure per month per vehicle is ₹114418/-. There 32 hired vehicles running over UMB division on contract basis and on an average expenditure per month per vehicle is ₹45216/-. Expenditure on departmental vehicles is **2.53 times higher** than that of hired vehicles on contract basis.
- ii) Rly. Board's D.O. letter No. E (MPP) 2006/1/89 dt. 04.10.2006 regarding vehicle drivers & vehicle maintenance staff to be taken as diminishing category and activity to be outsourced.
- iii) Codal life/service life of various classes of railway assets has been reassessed Vide Rly Board's letter No 2002/AC-H/1/10 dt 24.05.2006.
- iv) Out of total 43 departmental vehicles, 6 vehicles are within their codal life, 02 vehicles have been already condemned and 35 vehicles have completed their codal life.
- v) During the work study it reveals that in some deptt using of departmental vehicle is most unproductive, like Engg deptt has 03 departmental vehicles and 14 vehicle drivers are sanctioned as well as Personal deptt has only 01 departmental vehicle and 06 vehicle drivers are sanctioned.

3. Financial implication:

| | |
|------------------------------|---------------------------|
| Anticipated recurring saving | = ₹ 396.28 lakh per annum |
| Capital saving | = Nil |
| Total saving | = ₹ 396.28 lakh per annum |