

“Review of Redundant, Non Operative and Out Sourced posts in S & T Department OVER NAGPUR DIVISION”

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INDEX

NO.	CONTENTS	PAGE NO.
1	SYNOPSIS OF THE STUDY	03
2	ACKNOWLEDGEMENT, TERMS OF REFERENCE, AUTHORITY AND BASIS FOR STUDY	04
3	SUMMARY OF RECOMMENDATIONS	05

4	CHAPTER – I INTRODUCTION	06-07
5	CHAPTER – II EXISTING SCENARIO	08-12
6	CHAPTER – III CRITICAL ANALYSIS	13-14
7	CHAPTER – IV FINANCIAL IMPLICATION	15

ACKNOWLEDGEMENT

The work-study team expresses its deep gratitude to Shri Vikas Parashar, Sr. DSTE(Co) / NGP and Shri Sudhir Kumar Ch.OS whose valuable guidance provided a successful conclusion to this study and whose productive suggestion enhanced the enthusiasm of the team.

The team is very thankful to other staff, who ever possibly made the availability of documents concerned & directed the team to its positive approach.

AUTHORITY AND TERM OF REFERENCE

The work-study on "Review of Redundant Non operative and outsourced posts in S & T department over Nagpur division" is a study proposed by AGM/C.Rly. the same has been included in Annual work study programme for the year 2018-19 with Study No WSCR./S & T/ NGP/05 / 18 – 19.

The terms of reference for given work-study is to review and assess judicious requirement of redundant non operative posts over NGP division corresponding to existing workload.

BASIS OF STUDY

After studying various cadres of S & T staff it was found that **Trolleyman** staff in S & T are becoming redundant in light of change in working pattern due modernization of technology on Indian Railway.

METHODOLOGY

The work-study team has adopted the following technique for completion of the study.

- Verification of Data provided by S & T Branch in detail with reference to quantum of work load.
- Discussion of details with Supervisor / Staff.
- Critical analysis of the data collected.
- Making recommendations for need base staff in the present context.

- Working out financial implications

SUMMARY OF RECOMMENDATIONS

RECOMMENDATIONS	PAGE
Recommendation No 1: 02 posts of trolley man staff of S&T department at Nagpur Division are identified surplus and may be surrendered.	

CHAPTER 1**INTRODUCTION**

- 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 large volume of Passengers and freight traffic. Railways distributed the task among the different department.
- 1.2 Signal & Telecommunication department plays an important role in working of Indian Railways which is directly connected with all types of train operations and communications. In order to proper running of trains in safe and accident free conditions, the S & T staff, plays very important role, dealing the work of maintenance of signalling gears including block instrument, Data loggers D.G sets & proper functioning of entire signalling system.
- 1.3 S&T department is having two branches viz- Signal which includes all signalling systems for the purpose of movement of trains/locos in main line/ branch line and yards and Telecom which deals with all types of Railway telephones and other modes of communication like internet, Railnet, fax machines, cipher etc.
- 1.4 Unlike other central Government Offices/Public Sectors the Railway has its own in-house communication network and does not depend on the communication providers like BSNL. The entire Indian Railways has been brought under communication network and the present advancement in technology has made possible to connect the nook and corner of Indian Railways. In addition to all the above, the Communication Department plays a vital role in Passenger amenities like, Public Address System at railway stations, touch screen to know the reservation status, coach guidance display, LED/LCD arrival, departure boards, scrolling electronic display board, etc.

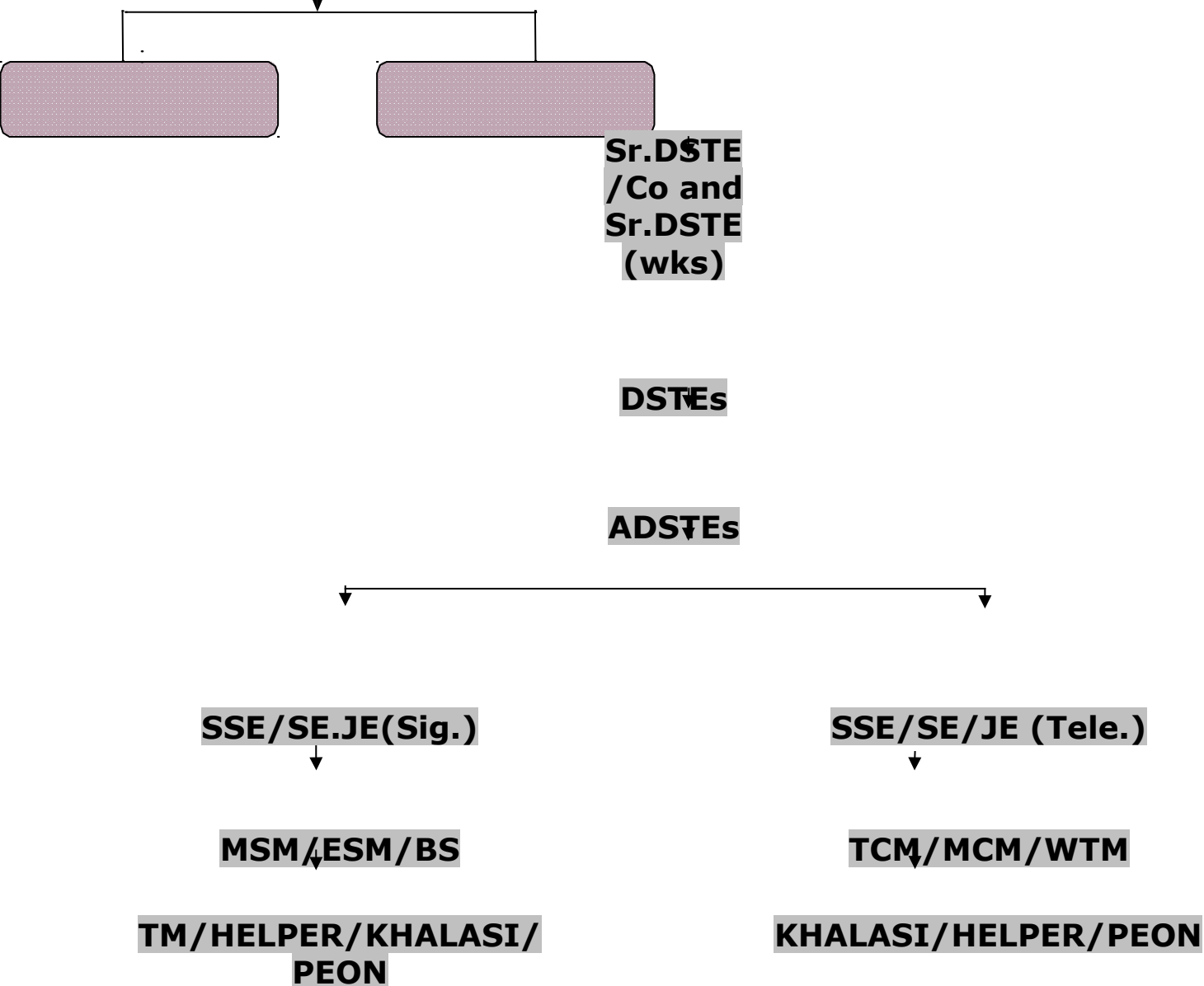
The nature of Tele-communication Department work can be broadly classified as:-

- i) Control communication.
Provides communication between controllers and wayside stations (Overhead line, RE cable, OFC/Quad cables).
- ii) Telephone exchange.
Provides communication with Division, Zonal Railways and Railway Board (overhead line, RE cable, OFC/Quad cables).
- iii) Wireless network (communication between stations, controller engine crew and for staff engaged in train operations).
- iv) Data Network (for passenger reservation, freight movement, Rail net, etc.).
- v) Microwave communication (Long distance communication between Divisions, Zonal Railways and Railway Board).

- 1.4 The concept of right-sizing of staff through Benchmarking has been introduced by Railway Board. Benchmarking is the continuous process of measuring our products, services, processes and practices against the most successful competitors or companies which are established industry leaders, then learning how their excellence was achieved and then setting out to match or even surpass them.
- 1.5 A Benchmarking study on manpower productivity has been undertaken by Efficiency and Research directorate of Railway Board for various activities/ departments. Different parameters for each activity have been fixed and manpower ratio of all divisions/units on Indian Railways has been computed and the results analyzed to ascertain the overall position of each activity centre.

CHAPTER 2**EXISTING PROCEDURE**

2.1 The Organizational set-up of S&T staff is as follows: -



2 EXISTING WORKING PROCEDURE

The S&T staffs work under the overall supervision of Sr. DSTE /NGP. The statement showing Sanction Strength, Men on Roll and vacancy position of NGP division is as under :-

Po	SS	MOR	VAC
Group C	677	555	122
Group D	519	455	64
Total	1196	1010	186

The sanctioned strength of Trolley man is 02 out of which 02 are on roll, 1 working at NGP(Tele) and 1 at WR(Sig)

2.1 Duties performed by Trolley man:-

1. Trolley man shall promptly observe and obey –
 - a) All rules pertaining to trolley movement
 - b) All lawful orders given by his superiors.
- 2 Trolley man shall be in attendance for duty at such times and places and for such periods as may fixed. And shall also attend at any other time and place at which his services may be required.
- 3 Be conversant with the rules relating to his duties etc.
- 4 He should have knowledge of safety rules.
- 5 He should have correct knowledge of hand signals and detonating signals.
- 6 He must be ensure that all equipments of trolley are available before placed on running line.
- 7 Push the trolley according to rule.

Working of Trolley (GR 15.18)

A vehicle, which can be lifted bodily off the line by four men, shall be deemed a trolley.

2.2 Rules of working a Trolley - (SR 15.18-1)

1. A Trolley shall not, except in cases of emergency, be used for the carriage of permanent way or other heavy material and when a trolley is so loaded, it shall be deemed, for purposes of these rules, to be a lorry.

2. All officers and inspectors of the Engineering, S&T, Operating, Commercial, and OHE departments as may be required permitted to use trollies.
3. For use of trolley railway servant must in a possession of permit signed by the CE, CBE, CSO, CSTE, CSTE (CON.) , DRM ,Sr.DEN, Sr. DSTE.
4. The permit will only be issued after the person, in whose name this issued has been examined and declared to be conversant with the rules for running of trollies. The permit shall be valid for a period of one year from the date of issue. It shall therefore be renewed annually after the person holding it has been examined as mentioned above.
5. Each trolley have marked on it the Number, Designation, and code initials of the Headquarter, Station of the Officials, to whom it is allotted, painted in white letters conspicuously.
6. Trolley shall always be pushed and not pulled.
7. Any other unauthorized aid for their propulsion is strictly prohibited.
8. While passing level crossing, trolley staff should look out for road traffic.
9. The total number of persons including trolley men, which can be carried on a trolley, must not exceed 10.
10. When a trolley is run under block protection, it must be accompanied by not less than 4 trolley men.
11. When running without block protection a trolley must accompanied by 4 trolley men in addition to extra trolley men must be taken.
12. On electrified section, 5 trolley men must accompany a trolley.
13. During night, all trollies must work under block protection except in a grave emergency.
14. Whenever a trolley/motor trolley/lorry be placed on platform for being loaded on a train or for any other purpose, it should be placed parallel to the track, properly locked and in charge of a railway servant. It should be so placed as not to come in the way of passengers and railway staff.

15. Working of trolley –

I. Without block protection

II. With block protection

I. Working of Trolley without block protection -

1. When it is proposed to work a trolley outside station limits without block protection, the Official-in-charge of the trolley shall ascertain the where about of trains that he is likely to encounter on the section before he places the trolley on the line.

2. Where due to curves, Cutting, or gradient, a line clear view is not available for a distance of 1200 metres , the trolley must be protected in accordance with G.R 15.27 and 15.27-1.

3. Special precautions should be taken while working trollies without block protection due to sharp curves, cutting, tunnels etc.-

a. The Officials in charge of the trolley shall advise in writing to the Station Master on duty, where he intends to place the trolley on line, specifying the period the trolley will work in the block section.

b. The Station Master will advice the Official in charge of the trolley about the particulars of running trains and suggests after which train, trolley placed on line.

c. The Station Master at the station at either end of the block section where the trolley is working, issue caution order to the Loco Pilot of all train proceeding into the block section where the trolley is working until the trolley clears the Block section.

d. When trolley has cleared the block section and arrived station or in charge of trolley inform to Station Master that trolley removed from line, issue of Caution Order to Loco Pilot will be discontinued.

e. When two trollies are running together in the same direction, as far as possible, they shall be kept distance of one telegraph post.

II. Working of Trolley with block protection -

1. When working a trolley or before entering in block section in charge of trolley notify the Station Master where trolley will work and the duration of halt.

2. Station master advice other end's SM and take permission from SCOR for working of trolley. After getting permission from SCOR both sides SM exchange message with P.No. SM of both end shall not enter any train in Block section until the in charge of trolley issue a message of 'Trolley removed from track' with Private No.

3.1 Indian railways is an example of how to adapt new technologies with changing times Over the years S&T department of the Indian railways has adopted many technologies and one of the sub section of the railways namely the telephone exchange has successfully implemented the changes.

3.2 Human element of the railways is the most expensive & complicated element, an analysis is needed to rationalize the size of the staff working in the S&T department so as to increase the productivity of the organization and right sizing of the costly manpower.

3.3 The Work – Study team collected the relevant details / data and discussed in detail with the supervisor. The team analyzed the working pattern, workload, available manpower.

3.4 The work study team, during interaction with the Supervisor, has observed that at present trolly working is closed due to following reasons:-

1. Volume of traffic is high hence trolly is easily not permitted to work.
2. Instead of trolly pickup van is suitable for working purpose which is more suitable than trolly. Hence trolly permit is not provided to SSE.
3. As per GR & SR On electrified section, 5 trolly men must accompany a trolly.
4. Where due to curves, Cutting, or gradient, a line clear view is not available for a distance of 1200 metres , the trolly must be protected in accordance with G.R 15.27 and 15.27-1. Hence extra man power will be required.
5. The push trolleys are a potential safety hazard as they occupy track (albeit temporarily) and, if the trolley is not removed from track in time, it can collide with a train and cause an accident. Therefore, on sections having gradients or poor visibility, the push trolleys are not allowed without traffic blocks.

6. Due to carrying high volumes of traffic, push trolleys cannot be used and foot inspections are being resorted to.
- 3.5 Work study team is of the opinion that since trolley working has been closed and instead of trolley pickup van and foot inspections are being resorted successfully hence existing sanctioned strength of trolley man (02 staffs) at NGP Division is considered surplus, and may be surrendered.

Recommendation 1 02 posts of trolley man staff of S&T department at Nagpur Division are identified surplus and may be surrendered.

CHAPTER 4**FINANCIAL IMPLICATION**

4.0 The annual recurring reduction in expenditure of revenue after Surrender of total recommended 02 posts of trolley man over NGP division will be as under:

S. No.	Category	Level	Mean pay	Pay with DA @ 12%	Yearly Money value	No. of posts	Total saving/ month	Total saving/ year
1	trolley man	1	37450	41944	503328	02	83888	1006656

The total annual recurring reduction in expenditure of revenue from surrender of total **02 Posts** of Trolley man will be **Rs.10,06,656/annum.**

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