

ÇòêðÂð ÙðïÚð Ü÷âðãð÷
SOUTH CENTRAL RAILWAY

WORK STUDY REPORT
ON
REVIEW OF STAFF STRENGTH
OF
CUSTODIANS OF RR/WR/RH
IN
COMMERCIAL DEPARTMENT
OVER
GUNTAKAL DIVISION

Ùðð±ðáÇäðá"î
GUIDED BY
(åó जयचन्द्र नाइक)
(SHRI JAYACHANDRA NAIK)
ãðòÜæ¾."îðÚðá.ïïÚðÚðÐð ðèð"îðÜó
Sr. Workstudy Officer

ïïÚðÚðÐð "Ãððá
STUDIED BY

ए.कोटि रेड्डी
A. Koti Reddy
"îðÚðáïïÚðÚðÐð òððÜóêð",
WORKSTUDY INSPECTOR

बी. पवन प्रसाद
B. Pavan Prasad
"îðÚðáïïÚðÚðÐð òððÜóêð",
WORKSTUDY INSPECTOR

"ü÷îíóÚð Úðð÷, ðððð çðü±ð¿ðð, òçð"üîÇÜð×ððÇ
CENTRAL PLANNING ORGANISATION
SECUNDERABAD.

ÍÐÖÖÆÛÖÖÄÖ"ÎÖ - I N D E X

ÆÛÖ. çÖÛ S.No	ÖÖÖÖÖÖÄÖ Description	ÑÖÖÆ¼ çÖÛ Page No.	
		çÖ÷ FROM	ÄÖ"Î TO
1	ÍÖÖÖÖÖ/ ÖÖÖÖÎÖ Acknowledgement	01	--
2	Methodology	02	--
3	ÞÑÖÛ÷ ®ÖÖ_Synopsis	03	06
4	ÍÛÖÖÖÖ-1 Chapter – 1. ÑÛçÄÖÖÖÖÖÖ /Introduction	07	08
5	ÍÛÖÖÖÖ-2 Chapter – 2 ÄÖÄÖÁÖÖÖÖÖ çÖÛ±Ö;ÖÖÖÄÖÖ"Î ÁÖÔÖÖÖ /Existing Scenario	09	11
6	ÍÛÖÖÖÖ-3 Chapter – 3 ÍÖÖÖ÷÷ÖÖÖÖÄÖÖ"Î ÖÖÖÖÖÖ÷ÆÖÄÖ /Critical Examination	12	16
7	ÍÛÖÖÖÖ-4 Chapter – 4 ÖÖÖÄÖÖÖÖÖÖÑÖÖÖÄÖÖÖ /Financial Repercussions	17	--
	ÍÛÖÖÖÖ-5 Chapter – 5 çÖÛçÄÖÖÖÖÖÖÖÖÖÖ /Recommendations	18	--

ÍÖÖÖÖÖ ACKNOWLEDGEMENT

The Central Planning Organization takes this opportunity to express hearty thanks to the Sr.DCM/GTL & other officials and Inspectors of Commercial Department and Sr.DPO/GTL & other officials and staff of Personal department of GTL Division for their valuable guidance and co-operation in extending their support by giving necessary information/statistical data.

**** ** ***

òãđòĭđ METHODOLOGY

The Work Study department has applied the following techniques for completion of the Work Study.

1. Collection of the details of work Load.
2. Interaction with the Officers and Staff.
3. Observation of the pattern of working.
4. Critical examination of the existing system of working and
5. Assessment of manpower requirement for the existing work Load, out sourcing and Zonal contracts.

** ** *

ÞÑðÜ÷®ðð SYNOPSIS

- òãðæðÚð/SUBJECT: Review of Staff strength of Attendants of Retiring Rooms of Commercial department over GTL Division.
- ÑßððİðˆİðÜ/AUTHORITY: Annual Programme of Work studies 2018-19.
- İ³ÚðÚðĐð çðü/STUDY No: WSSCR-17/2018-19.
- çðüÇØðá Òİðýâð çðü/ REFERENCE FILE NO: G.276/2/WSSCR-17/2018-19.
- ±ððÃððãððİð ˆİð êð÷ëð/ AREA OF ACTIVITY: Commercial department over Guntakal Division.
- As per the directives of SDGM, the Central Planning Organization of South Central Railway has taken up Work-study on "Review of staff strength of Attendants of Retiring Rooms of Commercial department over GTL Division".
- In order to have first hand information the Work-study team visited Retiring Rooms of the Commercial department of GTL division and observed the working pattern, various processes involved in Attendants activities.
- **The Work-study team made an analysis on the requirement of staff based on the following parameters.**
 - a) Concept of Retiring Rooms
 - b) Consolidated staff position of Custodians of GTL Division
 - c) Activities under out sourcing/contract for Attendant activity.
 - d) Requirement of Attendants on need base

a) CONCEPT OF ATTENDANT: Retiring Rooms serves as the transit accommodation for Railway passengers. Indian Railways provides AC and Non-AC retiring rooms and Dormitory facilities at most important stations. Rooms are normally allotted to passengers holding valid tickets on payment of prescribed charges. They are available in Single, Double and Dormitory type of occupancy with AC & Non-AC combination The allotment is done by the station manager or Matron of the station concerned and they need to be contacted to find out about availability and charges.

Booking procedure Retiring Rooms can be booked at station booking counter on producing valid PRS ticket of Arrival or Departure with confirmed or RAC ticket

Permissible number of persons/Room accommodation

A maximum of five persons can be booked.

Duration of booking : Non-principal Block(9-21,3hrs and beyond), Principal Block(21-9,12 hrs and beyond) .

b)Summary of Group D staff (Attendants) position of Commercial department in GTL division.

S. No.	Station	WR				RR				RH				Total	
		No. of Rooms	capacity	Staff San	On roll	No. of Rooms	Capacity	Staff San	On roll	No. of Rooms	capacity	Staff San	On roll	Staff San	On roll
1	AD	2	60	-	-	2	0	2	2	-	-	-	-	2	2
2	ATP	2	57	-	-	4	0	3	3	-	-	-	-	3	3
3	CTO	3	54	-	-	5	2	3	1	-	-	-	-	3	1
4	DHNE	2	30	1	1	-	-	-	-	10	10	3	1	4	2
5	DMM	3	81	-	-	1	0	3	2	36	36	3	2	6	4
6	GTL	2	45	3	3	10	0	3	3	40	36	3	3	9	9
7	GY	2	44	-	-	2	0	1	1	-	-	-	-	1	1
8	HX	3	122	-	-	2	4	3	3	12	9	3	3	6	6
9	KHT	2	34	-	-	1	0	1	1	-	-	-	-	1	1
10	MALM	3	117	-	-	3	4	1	1	-	-	-	-	1	1
11	RC	3	40	-	-	4	8	3	3	-	-	-	-	3	3
12	RU	7	236	5	5	20	0	3	3	36	36	3	3	11	11
13	TPTY	2	140	3	3	17	16	3	2	43	43	3	2	9	7
14	TTH	-	-	-	-	-	-	-	-	-	-	3	2	3	2
15	TU	-	-	-	-	2	8	1	0	-	-	-	-	1	0
16	YG	2	40	-	-	4	4	1	1	-	-	-	-	1	1
Total				12	12			31	26			21	16	64	54

Consolidated staff position of attendants of RR/WR/RH of GTL Division

Sl. No	Category	Scale	GP	San	Actual	Vac
1	Attendants	5200-20200	1800	20	16	4
2			1900	20	15	5
3			2000	17	17	0
4			2400	7	6	1
Total				0	0	10

c) Activities under out sourcing/contract for Attendant activity:

- AC Waiting room at TPTY, RU stations is outsourced for a period of 03 months i.e., up to 19.09.2018, 05.10.2018 respectively and further tendering is on hand.

The role of departmental Custodians of RR/WR/RH is reduced to almost nil in terms of core activity. All the Attendants units of Retiring Rooms at class NSG-1, NSG-2 & NSG-3 stations have to be taken over by IRCTC and at other NSG-4 & below category stations, the Waiting Rooms shall be maintained by awarding of contracts/License to the private agencies with reference to RB Lr.no Commercial Circular no.50/2016 dated 23.09.2016

Custodians of RR/WR/RH has become redundant due to the contracts have been awarded at Zonal and divisional level for Attendant activities.

a) Requirement of Attendants of RR / RH of Commercial Department over GTL Division on need base :

With a view to provide improved passenger amenities at railway stations by utilizing the available resources to its full potential, Ministry of Railways have decided to hand over the Retiring Rooms to IRCTC and licensed contractors. Hence attendant activity by Departmental Staff in Retiring Rooms has become redundant.

Sl.no	Stn name	Stn cat	No.of WR/RR/RH *	Occupancy %	Staff San	On roll	vacancy	
1	TPTY	NSG-2	2/17/43	517/74/43	9	7	2	#
2	ATP	NSG-3	2/4/0	360/36/0	3	3	0	
3	GTL	NSG-3	2/10/40	304/43/90	9	9	0	
4	HX	NSG-3	3/2/12	180/26/75	6	6	0	
5	RC	NSG-3	3/4/0	760/28/0	3	3	0	
6	RU	NSG-3	7/20/36	212/50/100	11	11	0	#
7	YG	NSG-3	2/4/0	630/25/0	1	1	0	
8	AD	NSG-4	2/2/0	58/24/0	2	2	0	
9	DHNE	NSG-4	2/0/10	383/0/100	4	2	2	
10	DMM	NSG-4	3/1/36	296/24/100	6	4	2	
11	GY	NSG-4	2/2/0	193/24/0	1	1	0	
12	KHT	NSG-4	2/1/0	118/29/0	1	1	0	
13	MALM	NSG-4	3/3/0	73/31/0	1	1	0	
14	CTO	NSG-4	3/5/0	46/37/0	3	1	2	
15	TTH	-			3	2	1	
16	TU	NSG-5	0/2/0	0/5/0	1	0	1	
				TOTAL	64	54	10	

AC Waiting Room is Outsourced for 03 months

* **Number** of beds are considered in Rest House Occupancy

Requirement of RR staff

Based on the observations made by the work study team the following is the requirement of staff . Staff deployed at 12 hour shift as per HOER.

occupancy is below 25%:

At stations YG , AD , DMM, GY where occupancy is below 25% one person is required to man each Retiring Room. On a whole **4** persons are required to man the Retiring Rooms at the said locations.

occupancy is above 25%:

At stations ATP , GTL , HX , RC , KHT , MALM , CTO , TU where occupancy is above 25% two persons are required to man each Retiring Room.**16** persons are required to man the Retiring Rooms at the said locations.

At stations RU, TPTY where number of retiring rooms are more than 10 , two persons per shift are required . Hence **8** persons are required on a whole at these stations.

Sl.no	Criteria for staff deployment	No.of person s per shift	No. of shift s	No.of station s	Total no.of persons required
1	Number of rooms below 10 & Occupancy below 25%	1	1	4	4
2	Number of rooms below 10 & Occupancy above 25%	1	2	8	16
3	Number of rooms above 10 & Occupancy above 25%	2	2	2	8
	TOTAL				28
	LR & RG (@25%)				7
	GRAND TOTAL				35

Railway Board identified certain categories on which the Zonal Railways may conduct work-study. The work being done by Custodians is one such non-core activity, which does not require any expertise, and the services can be got at cheaper rate owing to abundance of manpower. Hence the attendants of Retiring Rooms may be outsourced which can result in savings and also improving the operating ratio.

Since the attendant activity of **Rest House** is redundant and there is no further filling up of vacancies, the vacant posts of Rest House Attendants have to be surrendered.

RECOMMENDATIONS:

- I.** It is recommended to surrender 10 vacant posts (5 posts of RR & 5 posts of RH) from Sanctions of Custodians of Retiring Room & Rest House of Commercial Department over GTL Division.
- II.** It is recommended to Handover the Retiring Rooms available over the Division to IRCTC/ Outsourcing and further surrender the existing 26 posts of Retiring Room Attendants from Book of Sanctions.

ŃßçĂŏŏăŏĐŏŏ INTRODUCTION:

1.1) Indian Railways is a premier transport service provider to the nation and is vested with the responsibility of carrying bulk of freight and passenger traffic across the country at rates affordable for public.

1.2) **PROFILE OF GUNTAKAL DIVISION:** Guntakal Division was formed in the year 1956 as a part of Southern Railway and was transferred to South Central Railway on 02/10/1977.

Guntakal Division is the abode of the world famous temple of Lord Sri Venkateswara Swamy at Tirupati and other pilgrim places like Padmavathi Temple at Tiruchanur, Lord Sree Kalahasteswara Temple at Sri Kalahasti, Lord Varasiddi Vinayaka Temple at Kanipakam etc.,

Guntakal Division is endowed with rich minerals, iron ore, barytes, lime stone and a host of natural stones. The increase in commercial exploitation of the above, coupled with accelerated industrialization and port activities, the goods traffic is increasing by leaps and bounds. Guntakal Division is growing in stature year by year both in passenger and goods traffic.

Guntakal division is the first highest division in terms of 1307.07 route km and second highest division in terms of 1872.47 track km in South Central Railway. More and more track is getting added with simultaneous ongoing doubling and New Line Projects of RVNL and Construction Organization.

1.3) **GENESIS OF THE REPORT:** In the present scenario, due to increase in Operating Ratio, there is a financial burden on Railways. In view of major technological changes taking place in the Indian Railway system, it is imperative to identify activities that have become redundant and re-deploy/surrender the staff that become surplus.

Vide RB's Lr No. E(MPP)2016/1/59 of dt, 10.01.2017, Effecting savings in manpower costs, increasing productivity and developing skilled human resources is essential for any organization. In this connection Railway Board has given its action plan and lays down some specific areas and timelines for the due attention of all concerned Officers. Railway Board identified certain categories on which the Zonal Railways may conduct work-study. The work being done by Custodians is one such non-core activity, which does not require any expertise, and the services can be got at cheaper rate owing to abundance of manpower available in our country.

Vide Para No.3 of the above letter, Zero Based Review of Staff: Board has issued instructions on "pool of Surrendered posts" vide letter dated 28.10.16, wherein it has been stated that GMs/DRMs shall carry out a zero based review of all posts appearing in the Book of Sanctions. This zero based review inter alia would include the following:

- Total quantum of the work being carried out in that particular work unit / depot as of a fixed date every year, say 1st of April.
- How much manpower is required for carrying out these activities given the present state of equipment / tools / procedures and yardsticks.

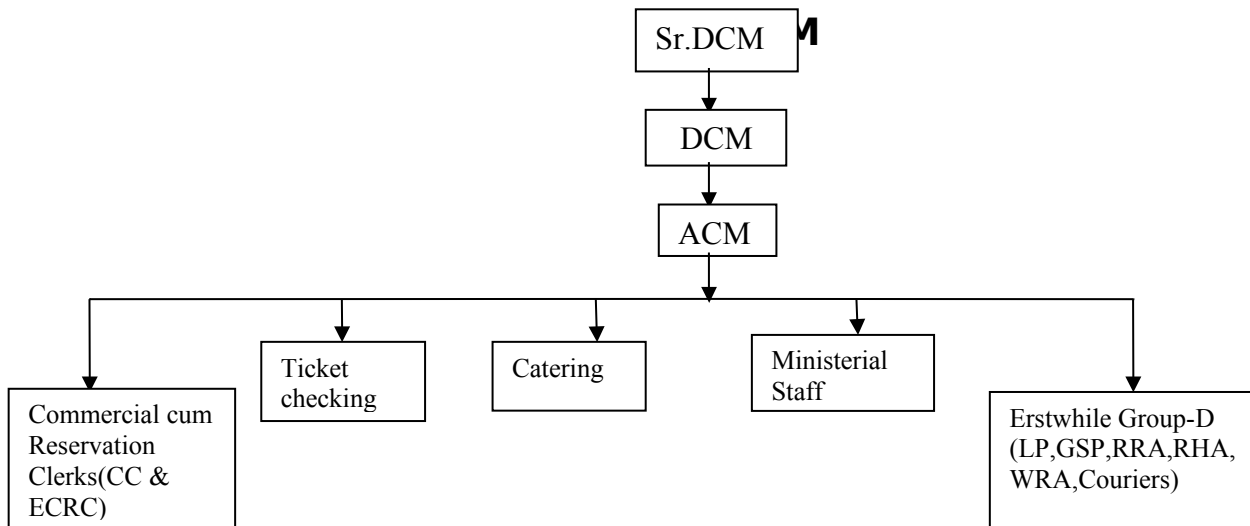
- Comparison of the above required manpower with the existing manpower with the existing men on roll in that work unit / depot.
- Possibility of meeting the shortage if any by re-deployment of posts from elsewhere.
- The total departmental cost of this shortfall in available manpower even after redeployment if the entire requirement were to be met departmentally.
- Possibility of outsourcing, by limiting the total outsourcing cost not exceeding 40%-50% of the total departmental cost of shortfall in manpower.

1.4) Due to emphasis on outsourcing of non-core activities and also identifying redundant categories, the review of the staff strength of Custodians of Retiring Rooms has become inevitable. In view of the above, the Central Planning Organization conducted Work Study on "Review of Staff Strength of Custodians of Retiring Rooms of Commercial Department over GUNTAKAL Division".

** * **

EXISTING SCENARIO

Organization chart of Commercial Department



- 2.1 ATTENDANT SERVICES:** The Attendant services in Waiting Room, Retiring Room, Rest House is carried out by Commercial department under Sr.DCM by deputing custodians throughout the division depending on the capacity, occupancy and requirement of WR/RR/RH .
- 2.2 Supervision and inspection:** The Attendants/custodians are deputed under liason of Commercial Supervisors/Inspectors depending on the jurisdiction in which WR/RR/RH is available .
- 2.3 Complaints and suggestions:** Complaint and suggestion books should be maintained at all Attendants units.
- 2.4 Contractual/Outsourcing Attendants:** The activity of attendant in AC waiting Room is outsourced for a period of three months at TPTY(up to 19.09.2018),RU(upto05.10.2018) stations and also proposed at RC station. As per extant orders of the Railway Board, proposal for handing over all retiring rooms and dormitories to IRCTC.
- 2.5** There are about 16 units of Retiring Rooms/ Waiting Rooms / Rest Houses available in GTL Division under the administrative control of Sr.DCM of GTL Division as follows.

4	DHNE	2	30	1	1	-	-	-	-	10	10	3	1	4	2
5	DMM	3	81	-	-	1	0	3	2	36	36	3	2	6	4
6	GTL	2	45	3	3	10	0	3	3	40	36	3	3	9	9
7	GY	2	44	-	-	2	0	1	1	-	-	-	-	1	1
8	HX	3	122	-	-	2	4	3	3	12	9	3	3	6	6
9	KHT	2	34	-	-	1	0	1	1	-	-	-	-	1	1
10	MALM	3	117	-	-	3	4	1	1	-	-	-	-	1	1
11	RC	3	40	-	-	4	8	3	3	-	-	-	-	3	3
12	RU	7	236	5	5	20	0	3	3	36	36	3	3	11	11
13	TPTY	2	140	3	3	17	16	3	2	43	43	3	2	9	7
14	TTH*	-	-	-	-	-	-	-	-	-	-	3	2	3	2
15	TU	-	-	-	-	2	8	1	0	-	-	-	-	1	0
16	YG	2	40	-	-	4	4	1	1	-	-	-	-	1	1
Total				12	12			31	26			21	16	64	54

3.0 CRITICAL

EXAMINATION:

- 3.1** On critical examination of the scale check of Custodians of RR/WR/RH of Commercial department over GTL division, it can be seen that out of sanctioned strength of 64 staff, 54 staff is working at present with 10 vacancies.
- 3.2** In order to have first hand information the Work-study team visited all the Attendants units, sections, offices of the Commercial department of GTL division and observed the working pattern, various processes involved in Attendants activities.

The Work-study team made an analysis on the requirement of staff based on the following parameters.

- a) Concept of Attendants
- b) Activities under out sourcing/contract for Attendant activity.
- c) Consolidated staff position of Attendants wing of GTL Division
- d) Requirement of Attendants on need base

- a) CONCEPT OF ATTENDANT:** Retiring Rooms serves as the transit accommodation for Railway passengers. Indian Railways provides AC and Non-AC retiring rooms and Dormitory facilities at most important stations. Rooms are normally allotted to passengers holding valid tickets on payment of prescribed charges. They are available in Single, Double and Dormitory type of occupancy with AC & Non-AC combination. The allotment is done by the station manager or Matron of the station concerned and they need to be contacted to find out about availability and charges.

Booking procedure Retiring Rooms can be booked at station booking counter on producing valid PRS ticket of Arrival or Departure with confirmed or RAC ticket

Permissible number of persons/Room accommodation

A maximum of five persons can be booked.

Duration of booking____, Non-principal Block(9-21, 3hrs and beyond), Principal Block(21-9, 12 hrs and beyond) .

b)Summary of Group D staff (Attendants) position of Commercial department in GTL division.

Sl. No	Category	Scale	GP	San	Actual	Vac
1	Attendants	5200-20200	1800	20	16	4
2			1900	20	15	5
3			2000	17	17	0
4			2400	7	6	1
Total				0	0	10

Consolidated staff position of attendants of RR/WR/RH of GTL Divison

S. No	Station	WR				RR				RH				Total	
		No. of Rooms	capacity	Staff San	On roll	No. of Rooms	capacity	Staff San	On roll	No. of Rooms	capacity	Staff San	On roll	Staff San	On roll
1	AD	2	60	-	-	2	0	2	2	-	-	-	-	2	2
2	ATP	2	57	-	-	4	0	3	3	-	-	-	-	3	3
3	CTO	3	54	-	-	5	2	3	1	-	-	-	-	3	1
4	DHNE	2	30	1	1	-	-	-	-	10	10	3	1	4	2
5	DMM	3	81	-	-	1	0	3	2	36	36	3	2	6	4
6	GTL	2	45	3	3	10	0	3	3	40	36	3	3	9	9
7	GY	2	44	-	-	2	0	1	1	-	-	-	-	1	1
8	HX	3	122	-	-	2	4	3	3	12	9	3	3	6	6
9	KHT	2	34	-	-	1	0	1	1	-	-	-	-	1	1
10	MALM	3	117	-	-	3	4	1	1	-	-	-	-	1	1
11	RC	3	40	-	-	4	8	3	3	-	-	-	-	3	3
12	RU	7	236	5	5	20	0	3	3	36	36	3	3	11	11
13	TPTY	2	140	3	3	17	16	3	2	43	43	3	2	9	7
14	TTH	-	-	-	-	-	-	-	-	-	-	3	2	3	2
15	TU	-	-	-	-	2	8	1	0	-	-	-	-	1	0
16	YG	2	40	-	-	4	4	1	1	-	-	-	-	1	1
Total				12	12			31	26			21	16	64	54

c) Activities under outsourcing/contract for Attendant activity:

- AC Waiting room at TPTY, RU stations is outsourced for a period of 03 months i.e., up to 19.09.2018, 05.10.2018 respectively and further tendering is on hand.

The role of departmental Custodians of RR/WR/RH is reduced to almost nil in terms of core activity. All the Attendants units of Retiring Rooms at class NSG-1, NSG-2 & NSG-3 stations have to be taken over by IRCTC and at other NSG-4 & below category stations, the Waiting Rooms shall be maintained by awarding of contracts/License to the private agencies with reference to RB Lr.no Commercial Circular no.50/2016 dated 23.09.2016

Custodians of RR/WR/RH has become redundant due to the contracts have been awarded at Zonal and divisional level for Attendant activities.

d) Requirement of Attendants of Waiting Rooms / Retiring Rooms / Rest Houses of Commercial department over GTL Division on need base :

Waiting Rooms :

In the present scenario, due to increase in Operating Ratio, there is a financial burden on Railways. To overcome this crunch and in order to exercise control over expenditure, Railway Board identified certain categories on which the Zonal Railways may conduct work-study. The work being done by Custodians is one such non-core activity, which does not require any expertise, and the services can be got at cheaper rate owing to abundance of manpower available in our country.

At stations under NSG-1, NSG-2 & NSG-3 category it would be mandatory to have WRA's. All the Attendant Activity of Waiting Rooms at class NSG-1 to NSG-3 stations may be outsourced or given contract in addition of upgrading the amenities. For NSG-4 and below category of stations, Divisions can decide the necessity of WRA based on the passenger foot fall and patronage of waiting rooms.

Retiring Rooms :

With a view to provide improved passenger amenities at railway stations by utilizing the available resources to its full potential, Ministry of Railways have decided to hand over the Retiring Rooms to IRCTC and licensed contractors. Hence attendant activity by Departmental Staff in Retiring Rooms has become redundant.

Sl.no	Stn name	Stn cat	No.of WR/RR/RH *	Occupancy %	Staff San	On roll	vacancy	
1	TPTY	NSG- 2	2/17/43	517/74/43	9	7	2	#
2	ATP	NSG- 3	2/4/0	360/36/0	3	3	0	
3	GTL	NSG- 3	2/10/40	304/43/90	9	9	0	
4	HX	NSG- 3	3/2/12	180/26/75	6	6	0	
5	RC	NSG- 3	3/4/0	760/28/0	3	3	0	

6	RU	NSG-3	7/20/36	212/50/100	11	11	0	#
7	YG	NSG-3	2/4/0	630/25/0	1	1	0	
8	AD	NSG-4	2/2/0	58/24/0	2	2	0	
9	DHNE	NSG-4	2/0/10	383/0/100	4	2	2	
10	DMM	NSG-4	3/1/36	296/24/100	6	4	2	
11	GY	NSG-4	2/2/0	193/24/0	1	1	0	
12	KHT	NSG-4	2/1/0	118/29/0	1	1	0	
13	MALM	NSG-4	3/3/0	73/31/0	1	1	0	
14	CTO	NSG-4	3/5/0	46/37/0	3	1	2	
15	TTH	-			3	2	1	
16	TU	NSG-5	0/2/0	0/5/0	1	0	1	
				TOTAL	64	54	10	

AC Waiting Room is Outsourced for 03 months

* **Number** of beds are considered in Rest House Occupancy

Requirement of staff

Based on the observations made by the work study team the following is the requirement of staff . Staff deployed at 12 hour shift as per HOER.

occupancy is below 25%:

At stations YG , AD , DMM, GY where Retiring Room occupancy is below 25% one person is required to man each Retiring Room. On a whole **4** persons are required to man the Retiring Rooms at the said locations.

occupancy is above 25%:

At stations ATP , GTL , HX , RC , KHT , MALM , CTO , TU where Retiring Room occupancy is above 25% two persons are required to man each Retiring Room.**16** persons are required to man the Retiring Rooms at the said locations.

At stations RU, TPTY where number of retiring rooms are more than 10 , two persons per shift are required . Hence **8** persons are required on a whole at these stations.

Sl.no	Criteria for staff deployment	No.of person s per shift	No. of shift s	No.of station s	Total no.of persons required
1	Number of rooms below 10 & Occupancy below 25%	1	1	4	4
2	Number of rooms below 10 & Occupancy above 25%	1	2	8	16
3	Number of rooms above 10 & Occupancy above 25%	2	2	2	8
	TOTAL				28
	LR & RG (@25%)				7
	GRAND TOTAL				35

Salary expenditure for contract staff (as per chief Labour Commissioner for year 2018) :

S No	Class of city	Category	No. of staff	Basic pay	VD A	PF&ESI 18.35% (EPF 13.61% +ESI 4.74%)	Total emoluments per day per person	Total emoluments per year
1	A	Attendants	-	637	42	125	804	-
2	B	Attendants	-	579	38	113	730	-
3	C	Attendants	35	494	33	97	624	7060560
		TOTAL	35					7060560

Salary expenditure for Railway staff:

S No	Category	Scale		No. of posts	Mean Pay	DA @ 9%	Emoluments P.M (in Rs.)	Total Emoluments P.A (in Rs.)
		From	To					
1	<u>Custodians</u>	18000	56900	31	37450	3371	1265451	15185412
	TOTAL			31				15185412

Comparative Statement:

S No	Category	No. of staff	Total emoluments per year
1	Railway staff	31	15185412
2	Contract staff	35	7060560
	Savings		8124852

Railway Board identified certain categories on which the Zonal Railways may conduct work-study. The work being done by Custodians is one such non-core activity, which does not require any expertise, and the services can be got at cheaper rate owing to abundance of manpower. Hence the attendants of Retiring Rooms may be outsourced which can result in savings and also in bringing down the operating ratio.

Since the attendant activity of Rest House is redundant and there is no further filling up of vacancies, the vacant posts of Rest House Attendants have to be surrendered.

e)RECOMMENDATION:

- 1) It is recommended to surrender 10 vacant posts (5 of RR, 5 of RH) from sanctions of Custodians of Retiring Room & Rest House of Commercial Department over GTL Division.
- 2) It is further recommended to surrender the existing 26 posts of Custodians of Retiring Rooms by outsourcing/ Handing over to IRCTC.

4.0 ဝဲုုုုုုုု နဲုုုုုုုု FINANCIAL REPERCUSSIONS:

If the recommendations are accepted, the recurring savings on surrender of the under mentioned posts in Attendants units of Commercial Department over GTL Division, would be as follows:

S N o	Category	Scale		No. of po sts	Mean Pay	DA @ 9%	Emolumen ts P.M (in Rs.)	Total Emolument s P.A (in Rs.)
		From	To					
1	Custodians	18000	56900	10	(18000 + 56900) /2 =374 50	3370	408200	4898400
	TOTAL			10				4898400

On implementation of the recommendations of Work-study report, an annual savings of **Rs.48.98 Lakhs** can be achieved

* * * *

çďüçĂďôôĂďó / çďô»ďďăď

S.No.	Recommendation	Para No.
	<u>òçďŒîďŒòŸăďŒ /RECOMMENDATION:</u>	
1	It is recommended to surrender 10 vacant posts(5 of RR, 5 of RH) from sanctions of Custodians of Retiring Room & Rest House of commercial department over GTL division	3.3e
2	It is further recommended to surrender the existing 26 posts of Attendants/Custodians of Retiring Rooms by outsourcing/ Handing over to IRCTC.	

* * * * *

