

CENTRAL RAILWAY

REVIEW OF PARCEL
AND LUGGAGE
PORTER STAFF IN
BHUSAWAL
DIVISION

**CENTRAL RAILWAY
WORK STUDY REPORT ON**

“REVIEW OF PARCEL & LUGGAGE PORTER STAFF IN BHUSAWAL DIVISION.”

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SYNOPSIS OF THE STUDY

Study Number	: WSCR/COMM/BSL/7/17-18
Name of Study	: REVIEW OF PARCEL & LUGGAGE PORTER STAFF IN BHUSAWAL DIVISION."
Approved by	: AGM
Department	: COMMERCIAL
Division	: BSL
Date of Commencement	: 09/03/2018
Date of Completion	:03/05/2018
Date of Submission	:07/05/2018
No. of Recommendations	: 01
Sanctioned Strength	: 134
No. of Men studied	: 90
No. of vacancies	: 44
No. of posts identified surplus	: 134
Financial implications	: Rs. 6,44,34,972

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ACKNOWLEDGEMENT

The work-study teams express its gratitude towards Nominated officers and Supervisors whose guidance provided a successful conclusion to this study.

The team is very thankful to all the staff for their useful guidance rendered to the work-study team for the “Review of Parcel & Luggage Porter staff in Bhusawal Division”

AUTHORITY AND TERM OF REFERENCE

Work study on “Review of Parcel & Luggage Porter staff in Bhusawal Division” has been approved by AGM as Crash Work Study with study No. WSCR/COMML/BSL /07/17-18.

The term of reference for the given work-study is “Review of Porters working in Parcel and Luggage Offices in Bhusawal Division.”

METHODOLOGY

The work study “Review of Parcel & Luggage Porter staff in Bhusawal Division” covers Porters deployed at various Parcel & Luggage depots of Bhusawal Division.

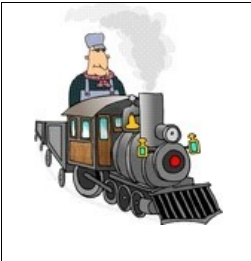
The work-study team has adopted the following technique to complete the study,

- Collection of Basic Data regarding sanctioned strength and deployment.
- Assessment of workload at depots.
- Discussion in details with coordinating officer / Supervisor / Staff.
- Critical analysis of the data collected.
- Making recommendations for need based staff in the present context.
- Working out financial implications involved in saving as a result of surplus staff.

SUMMARY OF RECOMENDATION

Sr. No.	Recommendation	Page No.
1	<u>Recommendation: - 134 Posts of Parcel/Luggage Porter may be surrender in Phased manner</u>	

Chapter 1	Introduction
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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. Railway distributed the task among the different department.

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IR carries a huge variety of goods ranging from mineral ores, fertilizers and petrochemicals, agricultural produce, iron & steel, multimodal traffic and others. Ports and major urban areas have their own dedicated freight lines and yards. Many important freight stops have dedicated platforms and independent lines.

Commercial department is one of the important departments on Indian Railway as it rendered efficient service to passengers & traders and takes care of collection, accountable and remittance of the traffic receipts. Being service provider agency to the passenger & traders has to depute staff of commercial department at Parcel office, Goods shed, Booking office, Reservation office waiting room, retiring room etc. Reservation offices, which streamline a huge portion of Railway earning, play an important function of Commercial Department. Booking of Goods traffic over Railways is an important function of Commercial Department, which streamlines a huge portion of Railway earning.

Booking of Parcel traffic over Railways is an important function of Commercial Department, which streamlines a huge portion of Railway earning. To facilitate transportation of parcels, Parcel offices are functioning on all major Railway stations of BSL Division. At these station mainly two types of parcel traffic i.e hard parcel & perishable is being handled. In addition to this passenger luggage, newspaper, magazines & medicine are being also handled. Generally parcel traffic is moved in brake van or parcel van. On demand in season, parcel train is also being run.

Railways also provide cloak room facility for keeping passengers luggage and baggage at station premises. This facility is provided at many stations of BSL Division and Indian Railway.

2.0 Brief Introduction of Bhusawal division

BSL Station is at a distance of 454 KMs from Mumbai CST towards NDLS and HWH which is one of the most important junction stations in Central Railway. There is a number of trains originating from CSTM, which are going to east and going to Delhi side halt at BSL and some trains like Gondwana Express from BSL to NZM are originating from BSL Junction. BSL parcel office is one of the most throbbing centers of BSL station.

BSL and neighboring areas are lying in the agricultural belt with banana, lemon, mangos, grapes the major products which are transported to different parts of the country, whereas hosiery, Red & Green Chilly etc are the main commodities booked to various stations of BSL Div.

2.1 Authority of control

Sr.DCM / BSL is the overall administrative officer of the commercial department at divisional level. The authority of control chart is shown below. There are 14 parcel depots in BSL division.

2.2 Organization set up of Commercial Staff over BSL Division

Sr. Divisional Commercial Manager



Divisional Commercial Manager



Assistant Commercial Manager



Chief Parcel Supervisor



HPC/CPC



SPC



PC



Parcel Porter

2.4 Old Yard Stick of Parcel Depots of BSL Division

Yard Stick of Parcel/Luggage Office	
Preparation of Parcel Way Bill	60 PWBAs Per RITES & Railway Board For Hard Parcel.
Preparation of Parcel Way Bill	80 PWB For Perishable & News Paper As Per RITES & Railway Board For Hard Parcel
Weighment of Packages	1 Hr Per Tonne
Marking of Packages	1 Package Per Minute
Loading or Unloading	300 Packages Per Shift Per Clerk
Repacking; Sorting, Sealing, Labelling	1 Clerk For 3 Luggage Van Or 3 Parcel Van
Cloak Room	1 Clerk For 160 Cloak Room Tickets
Parcel/Luggage Porter	32 Qtl Per Shift

2.4 Depot wise Porters Scale Check of BSL Div (as on 16.03.2018)

Sl	Depot	SS	MOR	VAC
1	BSL	54	33	21
2	MMR	14	13	01
3	DVL	05	02	03
4	LS	02	02	00
5	NK	17	11	06
6	JL	10	07	03
7	AMI	02	01	01
8	AK	08	06	02
9	BD	07	05	02
10	KNW	10	08	02
11	Sr. DCM	03	01	02
12	BAU	02	01	01
	Total	134	90	44

2.5 Stations Open for Parcel, Luggage & Cloak Room

Following depots are available under Bhusawal Division,

1) Bhusawal	7) Badnera
2) Devlali	8) Amravati
3) Nasik Road	9) Burhanpur
4) Manmad	10) Khandawa
5) Jalgaon	*11) Lasalgaon
6) Akola	*(Cloak Room facility not available)

2.6 Activities of parcel office

As per the Quantum of Traffic & workload, manpower i.e Parcel clerks, Number marker & parcel porters / luggage porters staffs have been posted at parcel offices. For smooth functioning of parcel office, the Parcel staffs are required to do various types of activities.

2.6.1 The major activities pertaining to Parcel works are indicated as under:-

- Loading & Unloading of Parcels.
- Booking of Parcel, Luggage, Hard and Perishable parcels.
- Deposit of left Luggage in Cloak room.
- Quick removal / Delivery of Packages.
- Stocking of Parcels in sheds.
- Transporting/ Shifting of packages from one point to another, one Platform to another.
- To give proper guidance and entry in loading book and ledgers.
- To deposit Unclaimed / Unconnected parcels in LPO & arrange their disposal through auction.
- Preparation of way bills and other money receipts
- Posting and checking of cash earned from parcels
- Upkeep and Maintain of all relevant records and correspondence of parcel handling.
- Preparation of indents and to ensure printing and supply of money value books to be used for parcel office.
- Preparation of various returns and statements related to parcels.

2.6.2 Activities of Parcel Supervisor:-

- Staff management.
- Balance sheet & PCDO preparation.
- Correspondence with division.
- Supervision of outward and inward packages. Clearance of old packages.
- Work related with claims. Disreport preparation for damaged packages.
- Report preparation for overcarried & non received packages.
- Auction sell & lost property office management. Marketing with traders.
- Inspection of platform, cleanliness maintenance and office management.
- Ensuring early disposal of packets in order to avoid detention.

2.6.3 Activities of Parcel Clerk:-

- Checking of outward packages, weighing , dimension checking and parcel way bill preparation.
- Issue of luggage ticket
- Custody of cloak room packages and its release.
- Accounting of PWB , Luggage tickets and Cloak Room tickets.
- Delivery of luggage, perishable articles after closing of luggage office.
- Checking of RRs, class, misdeclaration, undercharges & reweighing of packages.
- Petrol checking of bikes and four wheelers.

- Separate maintenance of various accounting books(PWB) for local, foreign, HCD and cash books for inward and outward.
- Entering in unloading book after unloading of packages.
- Collection of packages from platform to office as per unloading book.
- Checking of PWB at inward office, reweighment of packages.
- Collection of undercharges , wharfage etc.
- Delivery of lease packages, collection of perishable deposit & its refund.
- Issue of memo for disposal of perishable westages in presence of CHI and RPF.
- Maintenance of cash book, deposit of cash & preparation of cash statement.

2.6.4 Activities of Transit Parcel Clerk:-

- Entering into register unloading & loading details of transit packages.
- Ensuring its smooth and safe storage.
- Ensuring smooth transit of packages on platform.

2.7 Activities at various parcel depots of Bhusawal division

Note: Weight in all related tables is in quintals.

2.7.1 Amravati Parcel Office:

Outward Commodities : - House hold materials, Readymade Clothes, Motorcycles , Hard Parcel, Perishable.etc.

Inward Commodities: - House holds materials, Hard Parcel, etc.

Sanctioned Strength: Sanctioned strength of Porter at this depot is as under,

S/S	MoR	Vac
02	01	01

Deployment of staff: Shift wise deployment of Porter is given in following table,

Designation	08-20	20-24	00-08	Rest Giver
Parcel Porter	01	Nil	Nil	Nil

Parcel Traffic

Year	Outward			Inward Traffic	
	Package	Weight	Earning	Package	Weight
2016-17	44098	13409	2362533	20864	7148
2017-18	26481	17787	2631975	72025	18308
Monthly Average	2206.75	1482.25	219331.25	6002	1525.66
Daily Average	73.55	49.40	7311	200	50.85

Observation – From the above details it is observed that the average monthly Parcel handling both outward is 2207 packages and 1482 quintals in weights and inward is 6002 packages and 1526 quintals in weights.

Luggage Traffic

Year	Outward			Inward Traffic	
	Package	Weight	Earning	Package	Weight
2016-17	13039	6764	714424	2950	1523
2017-18	12437	6016	1908562	2516	1451
Monthly Average	1036.41	501.33	159046.83	209.66	120.91
Daily Average	34.54	16.71	5301.56	06.98	4.03

Observation – From the above details it is observed that the average monthly luggage handling outward is 1036 packages and 501 quintals in weights.

Cloak Room figures of station

Clock Room Record		
Year	No Of Clock Room Ticket	No of Packages
2017- 2018	381	578
Monthly Average	31.75	48.16
Daily Average	01	1.60

Observation – From the above details it is observed that the average monthly **Clock Room** handling outward is 48 packages and 32 Clock Room Tickets.

2.7.2 Badnera Parcel Office

Outward Commodities : - House hold materials, Motorcycles , Hard Parcel, etc.

Inward Commodities: - Households materials, Motorcycles , Hard Parcel, etc.

Sanctioned Strength: Sanctioned strength of Porter at this depot is as under,

S/S	MoR	Vac
07	05	02

Deployment of staff: Shift wise deployment of Porter is given in following table,

Designation	08-16	16-24	00-08	Rest Giver
Parcel Porter	02	01	01	01

Parcel Traffic

Year	Outward			Inward Traffic	
	Package	Weight	Earning	Package	Weight
2016-17	2451	1568	679927	5169	2492
2017-18	1019	1405	573790	2105	1783
Monthly Average	84.91	117	47815.83	175.41	148.58
Daily Average	2.83	3.90	1593.86	5.84	4.95

Observation – From the above details it is observed that the average monthly Parcel handling both outward is 85 packages and 117 quintals in weights and inward is 175 packages and 149 quintals in weights.

Luggage Traffic

Year	Outward			Inward Traffic	
	Package	Weight	Earning	Package	Weight
2016-17	596	569	356138	565	561
2017-18	706	614	307131	696	499
Monthly Average	58.83	51.16	25594	58	41.58
Daily Average	1.96	1.70	853	1.93	1.38

Observation – From the above details it is observed that the average monthly luggage handling outward is 59 packages and 51 quintals in weights.

Clock Room figures of station

Clock Room Record		
Year	No Of Clock Room Ticket	No of Packages
2017- 2018	402	568
Monthly Average	33.5	47.33
Daily Average	1.11	1.57

Observation – From the above details it is observed that the average monthly **Clock Room** handling outward is 47 packages and 34 Clock Room Tickets.

2.7.3 Akola Parcel Office

Outward Commodities : -, Households materials, Lemon, Human hairs, Motorcycles, Bidi, Ajwain, Hardware items, empty baskets, Fishes etc.

Inward Commodities: - Households materials, Motorcycles , Fishes, Bidi etc.

Sanctioned Strength: Sanctioned strength of Porter at this depot is as under,

S/S	MoR	Vac
08	06	02

Deployment of staff: Shift wise deployment of Porter is given in following table,

Designation	08-16	16-24	00-08	RG
Parcel Porter	03	01	01	01

Parcel Traffic

Year	Outward			Inward Traffic	
	Package	Weight	Earning	Package	Weight
2016-17	68544	24878	5835990	1,35,653	39681
2017-18	59675	23364	57,50,253	95,959	33118
Monthly AVG	4972.91	1947	4,79,188	7996.58	2760
Daily AVG	165.76	64.9	15973	266.55	92

Obse
rvation – From the above details it is observed that the average monthly Parcel handling both outward is 4973 packages and 1947 quintals in weights and inward is 7997 packages and 2760 quintals in weights.

Luggage Traffic

Year	Outward		
	Package	Weight	Earning
2016-17	17292	6908	1262584
2017-18	11274	4533	1110023
Monthly AVG	939.5	377.75	92501.91
Daily AVG	31.31	12.59	30083.39

Observation – From the above details it is observed that the average monthly luggage handling outward is 940 packages and 378 quintals in weights.

Clock Room figures of station

Clock Room Record			
Year	No Of Clock Room Ticket	No of Packages	Amount
2017- 2018	1890	1948	36835
Monthly Average	157.5	162.33	3069.58
Daily Average	05.25	05.41	102.31

Observation – From the above details it is observed that the average monthly **Clock Room** handling outward is 162 packages and 157 Clock Room Tickets.

2.7.4 Burhanpur Parcel Office

Outward Commodities : - House hold materials, Motorcycles , green vegetables, cloth etc

Inward Commodities: - Households materials, Motorcycles, green vegetables etc.

Sanctioned Strength: Sanctioned strength of Porter at this depot is as under,

S/S	MoR	Vac
02	01	01

Deployment of staff: Shift wise deployment of Porter is given in following table,

Designation	08-16	16-24	00-08	Rest Giver
Parcel Porter	01	Nil	Nil	Nil

Parcel Traffic

Year	Outward			Inward Traffic	
	Package	Weight	Earning	Package	Weight
2016-17	8876	3265	592698	3246	1278
2017-18	5999	2131	445566	3286	1079
Monthly Average	499.91	177.58	37130.5	273.83	89.91
Daily Average	16.66	5.91	1237.68	9.17	2.99

Observation – From the above details it is observed that the average monthly Parcel handling both outward is 499.91 packages and 177.58 weights in quintals and inward is 273.83 packages and 89.91 quintals in weights.

Luggage Traffic

Year	Outward		
	Package	Weight	Earning
2016-17	974	613	270242
2017-18	1230	668	298826
Monthly Average	102.5	55.66	24902.16
Daily Average	3.41	1.85	830.07

Observation – From the above details it is observed that the average monthly luggage handling outward is 102.5 packages and 55.66 quintals in weights.

Clock Room figures of station

Clock Room Record			
Year	No Of Clock Room Ticket	No of Packages	Amount
2017- 2018	184	237	3952
Monthly Average	15.33	19.75	329.34
Daily Average	0.51	0.66	10.98

Observation – From the above details it is observed that the average monthly **Clock Room** handling outward is 19.75 packages and 15.34 Clock Room Tickets.

2.7.5 Khandwa Parcel Office

Outward Commodities : - House hold materials, Motorcycles , Fresh vegetable, Chilli, Arbi, Onion, Cashew Nut, Fish etc

Inward Commodities: - Households materials, Motorcycles , Pan-masala, Fishes, Green vegetables, Mawa, Cashew Nut etc.

Sanctioned Strength: Sanctioned strength of Porter at this depot is as under,

S/S	MoR	Vac
10	08	02

Deployment of staff: Shift wise deployment of Porter is given in following table,

Designation	08-16	16-24	00-08	RG+LR
Parcel Porter	02	02	02	02

Parcel Traffic

Year	Outward			Inward Traffic	
	Package	Weight	Earning	Package	Weight
2016-17	76375	31194	9085297	40414	10851
2017-18	65726	28382	8397982	47982	14132
Monthly Average	5477.16	2365.16	699831.83	3998.5	1177.66
Daily Average	182.57	78.83	23327.72	133.28	39.25

Observation – From the above details it is observed that the average monthly Parcel handling both outward is 5477 packages and 2365 quintals in weights and inward is 3999 packages and 1178 quintals in weights.

Luggage Traffic

Year	Outward		
	Package	Weight	Earning
2016-17	13562	4512	1978236
2017-18	7558	2658	1065817
Monthly Average	629.83	221.5	88818
Daily Average	20.99	7.38	2960.60

Observation – From the above details it is observed that the average monthly luggage handling outward is 630 packages and 222 quintals in weights.

Clock Room figures of station

Clock Room Record			
Year	No Of Clock Room Ticket	No of Packages	Amount
2017- 2018	857	1520	25805
Monthly Average	71.41	126.66	2150.41
Daily Average	02.38	04.22	71.68

Observation – From the above details it is observed that the average monthly **Clock Room** handling outward is 127 packages and 71 Clock Room Tickets.

2.7.6 Bhusawal Parcel Office Commodities dealt at the parcel office Bhusawal.

Outward Commodities : - General goods, Lemon, Motorcycles , Plastic Mats, Ice Fish etc

Inward Commodities: - Households materials, Motor cycles , Betel leaves, General Parcels etc.

Sanctioned Strength: Sanctioned strength of Porter at this depot is as under,

S/S	MoR	Vac
54	33	21

Deployment of staff: Shift wise deployment of Porter is given in following table,

Designation	08-16	16-24	00-08	RG+LR
Parcel Porter	08	08	08	09

Parcel Traffic

Year	Outward			Inward Traffic	
	Package	Weight	Earning	Package	Weight
2016-17	319413	121822	47346068	177858	46323
2017-18	388588	139980	54268343	143513	45270
Monthly Average	32380.33	11665	4522361.92	11959.41	3772.5
Daily Average	1079.41	388.83	150745.39	398.64	125.75

Observation – From the above details it is observed that the average monthly Parcel handling both outward is 32380 packages and 11665 quintals in weights and inward is 11959 packages and 3773 quintals in weights.

Luggage Traffic

Year	Outward		
	Package	Weight	Earning
2016-17	9495	4607	966247
2017-18	7933	3393	948138
Monthly Average	661	282.75	79011.5
Daily Average	22	9.42	2633.71

Observation – From the above details it is observed that the average monthly luggage handling outward is 661 packages and 283 quintals in weights.

Clock Room figures of station

Clock Room Record			
Year	No Of Clock Room Ticket	No of Packages	Amount
2017- 2018	1627	2726	49839
Monthly Average	135.58	227.16	4153.25
Daily Average	4.51	7.57	138.44

Observation – From the above details it is observed that the average monthly **Clock Room** handling outward is 227 packages and 139 Clock Room Tickets.

VPU loading figures of station

VPU loading figures			
Year	No. of VPU	Weight (in Ton)	Amount
2017- 2018	412	87606	36115570
Monthly Average	34.33	7300.5	3009630.83
Daily Average	1.14	243.35	100321

*This figure is not included in outward parcel traffic

2.7.7 Jalgaon Parcel Office Commodities dealt at the parcel office Jalgaon.

Outward Commodities : - House hold materials, Motorcycles , Perishable Flowers etc

Inward Commodities: - General Goods, Perishable (Fish) etc.

Sanctioned Strength: Sanctioned strength of Porter at this depot is as under,

S/S	MoR	Vac
10	07	03

Deployment of staff: Shift wise deployment of Porter is given in following table,

Designation	08-16	16-24	00-08	RG
Parcel Porter	02	02	02	01

Parcel Traffic

Year	Outward			Inward Traffic	
	Package	Weight	Earning	Package	Weight
2016-17	1374242	229049	112167363	5465	2271
2017-18	1339624	207251	101923554	4850	2066
Monthly Average	111635.33	17270.91	8493629.5	404.16	172.16
Daily Average	3721.17	575.69	283120.98	13.47	5.73

Observation – From the above details it is observed that the average monthly Parcel handling both outward is 111635 packages and 17271 quintals in weights and inward is 404 packages and 172 quintals in weights.

Luggage Traffic

Year	Outward		
	Package	Weight	Earning
2016-17	3872	697	281044
2017-18	5197	1014	324248
Monthly Average	433	84.5	27020
Daily Average	14.43	2.81	900.68

Observation – From the above details it is observed that the average monthly luggage handling outward is 433_ packages and 85 quintals in weights.

Clock Room figures of station

Clock Room Record			
Year	No Of Clock Room Ticket	No of Packages	Amount
2017- 2018	1580	2296	43747
Monthly Average	131.66	191.33	3645.58
Daily Average	4.38	6.37	121.51

Observation – From the above details it is observed that the average monthly **Clock Room** handling outward is 191 packages and 132 Clock Room Tickets.

VPU loading figures of station

VPU loading figures			
Year	No. of VPU	Weight (in Ton)	Amount
2017- 2018	914	199732	100815202
Monthly Average	76.16	16644.33	8401266.83
Daily Average	2.53	554.81	280042.28

*This figure is also included in outward parcel traffic

2.7.8 Manmad Parcel Office

A. Commodities dealt at Manmad parcel office

Outward Commodities : - House hold materials, Motorcycles , Mix vegetable, fruits as Anar, grapes etc.

Inward Commodities: - Households materials, Motorcycles ,Eggs , etc.

Sanctioned Strength: Sanctioned strength of Porter at this depot is as under,

S/S	MoR	Vac
14	13	01

Deployment of staff: Shift wise deployment of Porter is given in following table,

Designation	08-16	16-24	00-08	RG+LR
Parcel Porter	04	03	03	03

Parcel Traffic

Year	Outward			Inward Traffic	
	Package	Weight	Earning	Package	Weight
2016-17	447069	53175	24671202	158335	31457
2017-18	632787	85450	39630634	77038	23908
Monthly Average	52732.25	7120.83	3302552.83	6419.83	1992.33
Daily Average	1757.74	237.36	110085	213.99	66.41

Observation – From the above details it is observed that the average monthly Parcel handling both outward is 52732 packages and 7121 quintals in weights and inward is 6420 packages and 1992 quintals in weights.

Luggage Traffic

Year	Outward			Inward Traffic	
	Package	Weight	Earning	Package	Weight
2016-17	3615	1680	509975	2508	1315
2017-18	6327	2624	839910	3275	2118
Monthly Average	527.25	218.66	69992.5	272.91	176.5
Daily Average	17.57	07.28	2333	09	05.88

Observation – From the above details it is observed that the average monthly luggage handling outward is 527 packages and 219 quintals in weights.

Clock Room figures of station

Clock Room Record			
Year	No Of Clock Room Ticket	No of Packages	Amount
2017- 2018	4282	8427	143835
Monthly Average	356.83	702.25	11986.25
Daily Average	11.89	23.40	399.54

Observation – From the above details it is observed that the average monthly **Clock Room** handling outward is 702 packages and 357 Clock Room Tickets.

VPU loading figures of station

VPU loading figures			
Year	No. of VPU	Weight (in Ton)	Amount
2017- 2018	89	20196	12772298
Monthly Average	7.41	1683	1064358.17
Daily Average	0.24	56.1	35478.60

*This figure is not included in outward parcel traffic

2.7.9 Lasalgaon Parcel Office

A. Commodities dealt at Lasalgaon parcel office

Outward Commodities : - Perishable items

Inward Commodities: - No Parcels

Sanctioned Strength: Sanctioned strength of Porter at this depot is as under,

S/S	MoR	Vac
03	02	01

Deployment of staff: Shift wise deployment of Porter is given in following table,

Designation	08-20	20-08	RG+LR
Parcel Porter	01	01	Utilized goods Hamal

Parcel Traffic

Year	Outward			Inward Traffic	
	Package	Weight	Earning	Package	Weight
2016-17	13766	7336	446047	812	205
2017-18	9443	3738	270955	664	1175
Monthly Average	786.91	311.5	22579.58	55.33	97.91
Daily Average	26.23	10.38	752.65	01.84	03.26

Observation – From the above details it is observed that the average monthly Parcel handling both outward is 787 packages and 312 quintals in weights and inward is 55 packages and 98 quintals in weights.

Luggage Traffic

Year	Outward		
	Package	Weight	Earning
2016-17	29	14	1136
2017-18	57	21	3117
Monthly Average	04.75	01.75	259.75
Daily Average	0.15	0.05	08.65

Observation – From the above details it is observed that the average monthly luggage handling outward is 05 packages and 02 quintals in weights.

Clock Room not available.

2.7.10 Nasik Rd. Parcel Office

B. Commodities dealt at Nasik Rd parcel office

Outward Commodities : -, Grapes, Anar, Shimla Mirch Rose, Perishable & Hard Parcel etc.

Inward Commodities: - Grapes, Anar, Shimla Mirch Rose, Perishable & Hard Parcel etc

Sanctioned Strength: Sanctioned strength of Porter at this depot is as under,

S/S	MoR	Vac
20	11	09

Deployment of staff: Shift wise deployment of Porter is given in following table,

Designation	08-16	16-24	00-08	RG
Parcel Porter	03	03	03	02

Parcel Traffic

Year	Outward			Inward Traffic	
	Package	Weight	Earning	Package	Weight
2016-17	1201011	254786	152866977	27370	19285
2017-18	1266839	275908	155697355	38007	26779
Monthly Average	105569.91	22992.33	12974779.6	3167.25	2231.58
Daily Average	3518.99	766.41	432492.65	105.57	74.38

Observation – From the above details it is observed that the average monthly Parcel handling both outward is 105570 packages and 22992 quintals in weights and inward is 3167 packages and 2232 quintals in weights.

Luggage Traffic

Year	Outward		
	Package	Weight	Earning
2016-17	10282	7408	3087803
2017-18	12359	5714	3452397
Monthly Average	1029.91	476.16	287699.75
Daily Average	34.33	15.87	9589.99

Observation – From the above details it is observed that the average monthly luggage handling outward is 1030_ packages and 476 quintals in weights.

Clock Room figures of Station

Clock Room Record		
Year	No of Packages	Amount
2017- 2018	15965	264429
Monthly Average	1330.41	22035.5
Daily Average	44.34	734.51

Observation – From the above details it is observed that the average monthly **Clock Room** handling outward is 1330 packages and Rs. 22036 earning.

VPU loading figures of station

VPU loading figures			
Year	No. of VPU	Weight (in Ton)	Amount
2017- 2018	900	19750.4	119002085
Monthly Average	75	1645.86	9916840.41
Daily Average	2.5	54.86	330561.34

*This figure is included in outward parcel traffic.

2.7.11 Devlali Parcel Office

C. Commodities dealt at Devlali parcel office

Outward Commodities : -, Grapes, Anar, other Perishable & Hard Parcel etc.

Inward Commodities: - Grapes, Anar, other Perishable & Hard Parcel etc

Sanctioned Strength: Sanctioned strength of Porter at this depot is as under,

S/S	MoR	Vac
05	02	03

Deployment of staff: Shift wise deployment of Porter is given in following table,

Designation	08-16	16-24	00-08	RG
Parcel Porter	01	01	00	00

Parcel Traffic

Year	Outward			Inward Traffic	
	Package	Weight	Earning	Package	Weight
2016-17	39153	7140	3452716	180	90
2017-18	35478	7350	4450942	88	49
Monthly Average	2956.5	612.5	370911.83	7.33	04.08
Daily Average	98.55	20.41	12363.72	0.24	0.13

Observation – From the above details it is observed that the average monthly Parcel handling both outward is 2957 packages and 613 quintals in weights and inward is 7 packages and 04 quintals in weights.

Luggage Traffic

Year	Outward		
	Package	Weight	Earning
2016-17	5653	2748	1076175
2017-18	950	1468	546199
Monthly Average	79.16	122.33	45516.58
Daily Average	2.63	4.07	1517.21

Observation – From the above details it is observed that the average monthly luggage handling outward is 79 packages and 122 quintals in weights.

Chapter III	Critical Analysis
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Work study team has collected workload from various Parcel/ Luggage depots and clock rooms, at present the work load of handling of Parcel packages and Luggage is being done by Parcel Porters deployed at respective depots. The workload at various depots in terms of average monthly packages and their weights is given in following table:-

Sl	Depots	Outward		Inward		Parcel/Luggage handling staff(OR)
		Avg mly Pkg	Avg mly Wt	Avg mly Pkg	Avg mly Wt.	
1	AMI Parcel	2207	1482	6002	1526	01
	AMI Luggage	1036	501	210	121	
2	BD Parcel	85	0.17	175	149	05
	BD Luggage	59	51	58	42	
3	AK Parcel	4973	1947	7667	2760	06
	AK Luggage	940	378	--	--	
4	BAU Parcel	500	178	274	90	01
	BAU Luggage	103	56	--	--	
5	KNW Parcel	5477	2365	3999	1178	08
	KNW Luggage	630	222	--	--	
6	BSL Parcel	32380	11665	11959	3773	33
	BSL Luggage	661	283	--	--	
7	JL Parcel	111635	17271	404	172	07
	JL Luggage	433	85	--	--	
8	MMR Parcel	52732	7121	6420	1992	13
	MMR Luggage	527	219	273	177	
9	LS Parcel	787	312	55	98	02
	LS Luggage	4.75	1.75	--	--	
10	NK Parcel	105570	22992	3167	2232	11
	NK Luggage	1030	476	--	--	
11	DVL Parcel	2957	613	7	4	02
	DVL Luggage	79	122	--	--	

From the above table, it is evident that the distribution of staff across the Parcel/Luggage depots is done on need basis. It was revealed that due to increase in numbers of trains, Parcel Express Trains, VP/VPUs the workload of Parcel handling has increased, however, due to leasing of Parcel space the overall workload of Parcel handling, departmentally, has reduced. It is seen that due to various factors the workload at various depots varies from time to time and sometimes the existing staff is not sufficient to handle the workload effectively.

Railway has recently adopted the policy of outsourcing the Parcel handling activities over IR. Many divisions of IR like Ambala of Northern Railway, Jaipur, Jodhpur & Udaipur of North Western Railway and ADI, Rajkot divisions of Western Railway have introduced contracts in Parcel handling activities on various Railway stations.

Central Railway may also explore the feasibility of outsourcing all loading/unloading activities at Parcel and Luggage and the work may be carried out by Parcel handling contract.

On finalisation of these Parcels handling contracts, the posts of Parcel/Luggage Porters may be surrendered.

The present sanctioned strength of Parcel Porters at Bhusawal Division is 134 out of which 44 posts are vacant at present. It is recommended that 134 posts of Parcel/Luggage Porters of Bhusawal Division may be surrendered on finalisation of outsourcing of Parcel handling through Parcel Handling Contract.

As per ARN No. 14 of 2018 (Parcel/Cog), dated 25/04/2018 Lasalgaon, Badnera & Burhanpur stations inward and outward parcel traffic has been closed.

The surrender may be implemented in phased manner, i.e. in first Phase 44 vacant posts may be surrendered and in second phase on Roll 90 posts may be surrender after outsourcing of the activity.

Recommendation: - 134 Posts of Parcel/Luggage Porter may be surrender in Phased manner.

Chapter IV	Summary of Posts Identified Surplus
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Posts identified surplus in the context of outsourcing of Parcel handling activities

Sr. No.	Depot	No. of Posts
1	AMI	02
2	BD	07
3	AK	08
4	BAU	02
5	KNW	10
6	BSL	54
7	JL	10
8	MMR	14
9	LS	02
10	NK	17
11	DVL	05
12	Sr. DCM	03
Total		134

Chapter V	Financial Implications
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4.1 The financial implication (tentative) is as under:

Sr. No	Category	Level	Pay Scale	Mean Value	Monthly Money Value	Yearly per post money value	No. of posts	Total Annual saving
1	Porter	1	18000-56900	37450	39323	4,80,858	134	6,44,34,972

Note: - The above mentioned reduction in annual expenditure (Rs. 6,44,34,972) is subject to realisation of actual reduction after posts are surrendered & outsourcing is implemented