

ACKNOWLEDGEMENT

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

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òãðòĭð 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.

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ÞÑðÜ÷®ðð SYNOPSIS

- ðãðæðÚð/SUBJECT: Review of Staff strength of Running Room Bearers of Mechanical Department over NED Division.
- Ñßððİð"îðÜ/AUTHORITY: Annual Programme of Work studies 2018-19.
- į³ÚðÚðĐð çðÜ/STUDY No: WSSCR-38/2018-19.
- çðüÇØðá Òîðýâð çðÜ/ REFERENCE FILE NO: G.276/2/WSSCR-38/2018-19.
- ±ððÃððãððİð "îð êð÷ëð/ AREA OF ACTIVITY: Mechanical Department over Nanded 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 Running Room Bearers of Mechanical Department over NED Division**".
- The work-study team approached Sr.DME/NED in order to conduct Work-study on **Running Room Bearers of Mechanical Department over NED Division**.
- **The Work-study team made an analysis on the requirement of staff based on the following parameters.**
 - a) Concept of RR Bearers
 - b) Consolidated staff position of Running Room Staff of NED Division
 - c) Activities under out sourcing/contract of Running Rooms.
 - d) Requirement of RR Bearers on need base
- a) **Concept of RR Bearers:** Running Room Bearers are available at running rooms, located in different locations of the Division. These Bearers cater to the needs of the staff occupying the Running Rooms and also in assisting the cook in preparation of Food for the occupants. The food is prepared and served to crew / Guards on supply of grocery items by the cook of concerned running room. Crew and Guard take rest at Running Rooms and takes lunch / dinner. Now-a-days running rooms are well equipped for a comfortable stay with all facilities for sleeping, dining, bathing, recreation etc. Earlier, all the running rooms were run departmentally and cadre like RR Cook, RR Bearer plays a vital role in the running room activities in catering the needs of the occupants.
- b) **Summary of Group D Running Room staff of Mechanical Department in NED division.**

Sl. No	Category	Scale	GP	San	Actual	Vac	Excess
1	R.R.COOK GR-III	5200-20200	1800	0	1	0	1
2	Sr.RR Bearer		1800	9	2	7	0
3	Jr.RR Bearer		1800	0	0	0	0
Total				9	3	7	1

Consolidated staff position of R.R.COOK/R.R.BEARER of NED Divison

Sl .n o	category	SCALE	PAU				AK				TOTAL			
			S	A	V	E	S	A	V	E	S	A	V	E
1	R.R.Cook	Level-1/GP Rs.1800	0	0	0	0	0	1	0	1	0	1	0	1
2	Sr.R.R.Bearer	Level-1/GP Rs.1800	6	2	4	0	3	0	3	0	9	2	7	0
3	Jr.R.R.Bearer	Level-1/GP Rs.1800	0	0	0	0	0	0	0	0	0	0	0	0
			TOTAL								9	3	7	1

c) Activities under outsourcing/contract for Attendant activity:

All Running Rooms at PAU, MMR, ADB, AK are outsourced with provision of subsidized meals to the occupants. Rest Rooms at NED, AWB, J, NSL are outsourced. Hence all the Rest Rooms and Running Rooms are outsourced in Nanded Division. complete activities of Running Room like housekeeping, cooking, preparation and serving of meals, cleaning of bathrooms/toilets and premises, washing/cleaning and supply of linen, maintenance of garden, providing magazines / newspapers etc. of all the Running Rooms in Nanded Division has been outsourced.

d) Requirement of RR Bearers in Running Rooms of Mechanical Department over NED Division on need base :

In the present scenario, There has been dynamic change in the technology and modernization, computerization, mechanization of operating system, equipment and facilities etc. are taking place at fast rate to meet the challenges of operating ratio of Indian railways. To meet the challenges of the changing environment, systematic manpower planning is essential. Therefore a category-wise analysis of staff should be carried out, to identify the surplus and to arrange manpower in the areas of need. Railway Board has considered both the cadres i.e., Cook and Running Room Bearer as diminishing category and advised to outsource the activity. Hence there will be no future recruitments in these cadres. Outsourcing of the activity is more economical as compared to managing this activity departmentally. All Running Rooms and Rest Rooms over NED have already been outsourced and being operated successfully with high level of crew satisfaction. Hence the posts of RR Cooks and RR Bearers became redundant and the following recommendation is made.

➤ **RECOMMENDATION:**

It is recommended to surrender 7 vacant redundant posts of RR Bearers from Book of sanctions in Mechanical Department over NED Division.

ÑßçÃððãðððð 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) The Nanded Control Board was commissioned in the Administrative office building w.e.f. 4.12.1993 duly closing the Control office at Purna and it functioned as Sub-Division under Hyderabad Division up to 31.03.2003.
- 1.3) Nanded Division started functioning independently as a full-fledged Division from 01.04.2003 and Division was dedicated to nation by Hon'ble MOSR on 12.04.2003.
- 1.4) The division covers Marathwada, Adilabad (Telangana) & East Nimach (Madhya Pradesh). Total 985.795 route kilometres consisting of Manmad-Mudkhed (374.40), Parli-Parbhani (63.61), Mudkhed-Pimpalkutti (181.975), Purna-Akola (206.88) sections of Broad Gauge and Khandwa-Akola (175.93) section which is under Gauge Conversion.
- 1.5) The division has 103 Stations (5-A Category, 3-B category, 11-E Category, 53-'E'Category,18-Halts). 48 pairs of express trains (11-daily & 37-Non daily) and 25 pairs of passenger trains runs over Nanded division. Aurangabad, Daulatabad & Sahasrakund are the stations of tourist importance. Nanded, Nagarsol, Rotegaon, Chondi, Mirkhel, Aurangabad & Kinwat are the stations of Pilgrimage importance. CONCORE siding is available at Daulatabad station.
- 1.6) Parbhani-Parli section of Nanded is part of an important route for carrying coal to the Parli Thermal Power Station. The division serves mainly the geographical region of almost the entire Marthwada, Amravati and parts of Vidharbha, Adilabad district and East Nimaj districts of Madhya Pradesh.
- 1.7) **ðŰÑðð÷¾á "Íó ÑðòŰ"ÍâÑðððð GENESIS OF THE REPORT:** 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.

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.

1.8) Due to emphasis on outsourcing of non-core activities and also identifying redundant categories , the review of the staff strength of Running Room Bearers of Mechanical Department has become inevitable. In view of the above, the Central Planning Organization conducted Work Study on "Review of Staff Strength of Mechanical Department over NANDED Division".

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**2.0 ãĐÃĐáÚĐĐĐĐĐ çĐü±ĐĐĐĐĐÃÚĐ"î ÁĐûĐĐĐ EXISTING
SCENARIO**

- 2.1 Running Room Activities:** The Activities in Running Rooms is carried out by Mechanical department under Sr.DME. A caretaker is deployed for each Running Room, RR Cooks, RR Bearers are allotted for under this caretaker.
- 2.2 Supervision and inspection:** The Chief Loco inspector/Crew Controller is nominated for each Running Room for smooth and satisfactorily carrying out Running Room Activities.
- 2.3 Complaints and suggestions:** Complaint and suggestion books should be maintained at all Running Room individually and also Running Room Committee, comprising of recognized trade Unions and employees, is available at the Divisional level. The committee's suggestion and directives are implemented within the scope of Mechanical Department.
- 2.4** There are 8 number of Running Rooms and Rest Rooms available in NED Division under the administrative control of Sr.DME of NED Division as follows.

S. No	Location	Running Room/Rest Room	Capacity (No. of Beds)	Outsourced Yes/No
1	POORNA-PAU	Running Room	72	Outsourced
2	ADILABAD-ADB	Running Room	27	Outsourced
3	MANMAD ROAD-MMR	Running Room	45	Outsourced
4	AKOLA-AK	Running Room	24	Outsourced
5	NANDED-NED	Rest Room	18	Outsourced
6	AURANGABAD-AWB	Rest Room	17	Outsourced
7	NAGARSOL-NSL	Rest Room	8	Outsourced
8	JALNA-J	Rest Room	9	Outsourced

2.5 Consolidated staff position of R.R.COOK/R.R.BEARER of NED Divison

2.6 It is observed that the existed RR Bearers are being utilized at RCD units of Mechanical Department PAU .

Sl.no	category	SCALE	PAU				AK				TOTAL			
			S	A	V	E	S	A	V	E	S	A	V	E
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3.0 ðâðð÷÷μðĐððÃÙð"î òãðäâð÷æðÃð CRITICAL

EXAMINATION:

- 3.1 On critical examination of the scale check of RR Bearers of Mechanical Department over NED division, it can be seen that out of sanctioned strength of 9 staff, 2 staff is working at present with 7 vacancies.
- 3.2 The work-study team approached Sr.DME/NED in order to conduct Work-study on **Running Room Bearers of Mechanical Department over NED Division.**

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

1. Concept of RR Bearers
2. Consolidated staff position of Running Room Staff of NED Division
3. Activities under out sourcing/contract of Running Rooms.
4. Requirement of RR Bearers on need base

3.3.1 Concept of RR Bearers: Running Room Bearers are available at running rooms, located in different locations of the Division. These Bearers cater to the needs of the staff occupying the Running Rooms and also in assisting the cook in preparation of Food for the occupants. The food is prepared and served to crew / Guards on supply of grocery items by the cook of concerned running room. crew and Guard takes rest at Running Rooms and takes lunch / dinner. Now-a-days running rooms are well equipped for a comfortable stay with all facilities for sleeping, dining, bathing, recreation etc. Earlier, all the running rooms were run departmentally and cadre like RR Cook , RR Bearer plays a vital role in the running room activities in catering the needs of the occupants.

3.3.2 Summary of Group D Running Room staff of Mechanical Department in NED division.

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3.3.3 Activities under outsourcing/contract for Attendant activity:

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3.3.4 Requirement of RR Bearers in Running Rooms of Mechanical Department over NED Division on need base :

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3.4 RECOMMENDATION:

It is recommended to surrender 7 vacant redundant posts of RR Bearers from Book of sanctions in Mechanical Department over NED Division.

4.0 òãðÃðóÚð ÑðòÜÂððÜð **FINANCIAL REPERCUSSIONS:**

If the recommendations are accepted, the recurring savings on surrender of the below mentioned posts in Mechanical Department over NED 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	RR Bearer	18000	56900	7	37450	3371	285747	3428964
	TOTAL			7				3428964

On implementation of the recommendations of Work-study report, an annual savings of **Rs.34.28 Lakhs** can be achieved

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RECOMMENDATION / SUGGESTION

S.No.	Recommendation	Para No.
1	<u>ප්‍රතිපත්ති / RECOMMENDATION:</u> It is recommended to surrender 7 vacant posts from sanctions RR Bearers of Mechanical Department over NED division.	3.4

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