

ACKNOWLEDGEMENT

The Central Planning organization takes this opportunity to express hearty thanks to the Officials and staff of Operating Department of Secunderabad Division for their valuable guidance and co-operation in compilation of the report.

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òãðòïð METHODOLOGY

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

1. Collection of the details of workload particulars.
2. Interaction with all the Staff and Officers on the Division.
3. Critical examination of the existing system of working and
4. Assessment of manpower requirement for existing workload.

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ÞÑðÛ÷®ðð SYNOPSIS

- Subject: Review of Staff Strength of Operating Department over SC Division.
- Authority: Railway Board's Annual Programme of Work studies 2018-19.
- Study No: WSSCR-36/2018-19
- Reference File No: G.276/2/WSSCR-36/2018-19.
- Area of Activity: Operating Department over Secunderabad Division.
- The Central Planning cell of South Central Railway has taken up the Work study on the Review of Staff Strength of Trains Clerks and cabin men in Operating Department over SC Division in order to study the available manpower in comparison with the current IR Average and to thus identify if any excess staff is available, with a view to right size the manpower.
- The Operating department which is responsible for safe running of Exp/Pass and freight train movement utilizes the resources offered by all other departments to produce economically viable, fast and mass transportation system for the nation.
- Major activities of Operating Department:
Train operations – Loading, Unloading & movement.
Arranging maintenance blocks for engineering, S&T and Electrical Departments
- SC Division has a unique distinction of running Suburban, long-distance coaching and intensive freight trains.
 - 155 Mail/Express Trains.
 - 45 Passenger Trains.
 - 39 DEMU Trains.
 - 14 MEMU Trains.
 - 121 MMTs Trains.
- SC Division has 2 Major Coaching Depots i.e. Secunderabad & Hyderabad.
 - 89 originating trains from SC out of which 21 daily Express, 55 Non-Daily Express & 13 Passenger Trains.
 - 27 originating trains from HYB out of which 14 daily Express, 5 Non-Daily Express & 8 Passenger Trains.
- The major commodities carried by Indian Railways are Coal, Iron Ore, Food grains, Iron & Steel, Cement, Petroleum products, Fertilizer and containerized Traffic. There are specialized wagons to handle the Transportation Needs of the different types of commodities.
- Secunderabad Division carried 66.377 million tonnes of freight (64% of South Central Railway) and 131.28 millions of passengers (35% of South Central Railway) during the financial year 2017-18. Coal from Singareni Collieries and Western Collieries Ltd. contributed nearly 66% towards originating freight loading, followed by Cement and Clinker with 25%

contribution. Gross earnings of the division during the financial year 2017-18 stood at Rs.7246.31 Crores.

Requirement of Trains clerks

- **Main functions of Trains clerk:** The main functioning of Trains clerk is to record the number of wagons of inward and outward goods rakes indifferent goods shed over SC division for maintaining the operational statistics. They assist the yard master in certifying the position of wagons for the purpose of shunting operations which help the yard master to form a goods train with correct marshalling order. They also help the commercial clerks giving placement and drawl time of goods wagon from siding lines which are required for calculation of demurrage of wagons. They ensure the placement and clearance of wagons from their record book. The trains clerk have to maintain the registers in regard to movement of wagons, loading, releasing of wagons by TXR after examination. They record the causes of delays in movement of wagons and analyzing these causes adequate steps are being taken to avoid delays in movement of wagons they work out the goods wagon stock position from time to time during a day and relay this to control office over phone.

In addition to above work, the Trains clerk prepared statements of various types relating to the operational statistics which reflect the overall picture of performance of traffic.

- **Summary of SAVE position of Trains Clerks in Operating Department:**

Sl. No.	Sanction	Actual	Vacant
1	90	57	33

- **Requirement of manpower:** The present requirement of manpower of TNCs under different goods shed/yard has been assessed here in under:

Sr.DOM Office:

Sl. No.	Nature of work	Shift wise deployment of staff
1	FOIS(3shifts-3 in each shift)	(3X3)=9
2	POL& allotment of rakes(3shifts-one in each shift)	(3X1)=3
3	Jumbo& allotment of rakes(3shifts-one in each shift)	(3X1)=3
4	Coaching	(1X1)=1
5	Statistics	(1X1)=1
6	Manual positions	(1X1)=1
7	RG at the @ of 16.66% = $18 \times 16.66 / 100 = 2.99$	3
8	LR at the @ 12.5% = $18 \times 12.5 / 100 = 2.25$	2
	Total	23

Goods Yards/Sheds:

Sl.No.	Nature of work	Shift wise deployment of staff
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1	13 locations= $13 \times 2 = 26$	26
2	RG at the @ of 16.66% = $26 \times 16.66 / 100 = 4.33$	4
3	LR at the @ 12.5% = $26 \times 12.5 / 100 = 3.25$	3
	Total	33

Coaching Terminals:

Sl.No	Nature of work	Shift wise deployment of staff
1	2 locations= $2 \times 2 = 4$	04
2	RG at the @ of 16.66% = $4 \times 16.66 / 100 = 0.66$	01
3	LR at the @ 12.5% = $4 \times 12.5 / 100 = 0.5$	01
	Total	06

After summarizing the para 3.5.1,2&3, the actual requirement of Trains clerk at Sr. DOM Office and at different goods sheds/Coaching Terminals has been assessed to 62(23+33+6) posts as against the sanctioned strength of 90, thus rendering surrender of $(90-62) = 28$ posts.

Requirement of Cabin men

- In course of conducting the Work study, Study team consulted with Sr. DPO/SC, concerned Dealing Assistant under him and noted the details of staff position of Cabin man over SC Division.

S.NO	CADRE	GP	SANCTIONED STRENGTH	MEN ON ROLL	VACANCY
1	CABIN MAN	2400	47	34	13

- Operating Department in Railways is responsible for managing the smooth running of trains. From crew booking, running of trains, managing of Station premises are controlled by Operating Department.
- Among them, the main objective of Operating Department is to operate smooth and safe running of trains. This is done through arrangement of signals, points and other appliances, operated through a panel or lever frame, and so inter-connected by Mechanical locking or Electrical locking or both of that their operation must take place in proper sequence to ensure safety. This process is known as Interlocking and is operated from Cabins situated at both ends of stations and various locations of points & crossings.
- In Interlocking, points, signals and other units are usually, operated by means of levers and panels. Interlocking between these levers is accomplished either by mechanical or by electrical or electro-mechanical or electronic means. In the former method, some mechanical contrivance variously designed, controls the relation between one lever and the other. At less important stations the point, signal and other levers are interlocked by means of keys which are used to lock or release the levers, either in the normal or in the reverse Position as required. At other stations the levers are interlocked by means of tappets inside a box of the lever frame, which is normally kept covered and sealed.

- With the advancement of technology, the system of Interlocking has changed drastically. Earlier Mechanical Interlocking was invoked in the system, but with time, phase-wise, Railway has adopted Panel Interlocking (PI) and Route Relay Interlocking (RRI) in large scale. With the introduction of new Interlocking systems of PI & RRI, the involvement of manpower reduced considerably and the operation of interlocking became smooth, safe and fast.
- In view of the above, south Central Railway has taken serious consideration to make the operating ratio within limit (i.e. below 100%) by decreasing the Working Expense and increasing the Earnings. Thus the subject work-study has been undertaken in this financial year 2018-19, to assess the need based requirement of manpower relating to Operating Department.
- The Railway authority has suggested conducting the subject study in order to provide need based requirement of Cabin man under Operating department in SC division consequent upon the changed scenario. In view of the above, an in-depth study on the subject matter has been conducted by the study team based on the data collected during field study.
- As such, the prerequisite of manpower has become less in comparison to earlier methodology of Railway operation. Therefore, the competent authority is reluctant to fill up the vacancies.
- The object of conducting the subject study is to see the cadre position where the posts are lying vacant since long. However, the study team has conducted the study concentrating on the Cabin man in SC division based on their utilization and deployment against existing workload.
- In the light of above, study team recommends surrendering 13 sanctioned posts of Cabin man from the existing Sanctioned Strength.

Recommendations

(1) It is recommended to surrender 28 vacant posts of TNCs in Operating Department from book of sanctions.

(2) It is recommended to surrender 13 vacant posts of Cabin man in Operating Department from book of sanctions.

1.0 INTRODUCTION

1.1 Secunderabad Division is predominately a suburban division but at the same time it has a mixed end of Mail/Express & Freight operation. Secunderabad and Hyderabad Terminal are the main coaching terminal and the major centre of freight operations are Sanathnagar, Ramagundam yards. There is one major Container Terminals at Sanathnagar.

Secunderabad Division is the most important Division of South Central Railway and ranks amongst the top five divisions of Indian Railways in terms of freight loading. It has a dedicated work force of 22,300 employees. It handles passenger traffic as well as freight traffic. Freight traffic is being handled at 77 stations spread throughout the division, which includes 14 loading and unloading points of Food Corporation of India Ltd. Besides the division serves two Container Depots at Sanathnagar and Nagalapalli and 8 power generating units. Besides setting mammoth targets and chasing with utmost devotion to achieve the set goals, this division is the breeding ground of several innovations, technological applications, best management practices and initiation of several schemes for the benefit of customers/passengers.

1.2 Secunderabad Division is divided into four sections viz. HYB/SC-KCG/NZB/WADI, VKB-PRLI, SC-KZJ, KZJ-BZA, DKJ-MUGR & KZJ-BPQ.

No. Of Block stations	135
“B” class	122
“C” class	09
Spl. Class	4
Route Kms	1477Kms

1.3 Passenger terminals at Secunderabad & Hyderabad handle around 274 Mail/Express passenger trains daily. These are among the largest passenger terminals of the country. In addition, the Division has the unique distinction of successfully running a commuter system in the twin cities area in partnership with the State Government.

1.4 Secunderabad Division carried 66.377 million tonnes of freight (64% of South Central Railway) and 131.28 millions of passengers (35% of South Central Railway) during the financial year 2017-18. Coal from Singareni Collieries and Western Collieries Ltd. contributed nearly 66% towards originating freight loading, followed by Cement and Clinker with 25% contribution. Gross earnings of the division during the financial year 2017-18 stood at Rs.7246.31 Crores.

1.5 Loading and unloading Scenario of SC division:

COAL LOADING:

Loading Sector	Rakes/Month
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Ramagundam Sector	335
Bhadrachalam Sector	333
Western Coal Fields	39
RCR Points	127

CEMENT LOADING:

Loading Sector	Rakes/Month
Manikgarh Sector	92
Ramagundam Sector	16
Jaggayyapeta Sector	33
Malkhaid Sector	127

OTHER LOADING:

Loading Commodity	Rakes/Month
Clinker	130
Food grains	53
Raw materials for Steel Plants	17
Granite	18
POL	31

UNLOADING SCENARIO:

TYPE	Rakes/Month
Powerhouse Coal	348
Jumbo	115
POL	67
Iron & Steel	40

1.6 Presently 43 Chief Trains clerk, 4 Sr. Trains clerk and 10 Trains clerk against the sanctioned strength of 90 are working in different Goods shed and Yard over SC division and 33 posts are lying vacant.

Designation	Sanction staff	On roll staff	vacancy
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CTNC	68	43	25
Sr.TNC	11	4	7
TNC	11	10	1
Total	90	57	33

Total workload of Trains clerk indicates the dealing of average goods per month in different goods shed or yards over SC Division. During field study, it is seen that on an average 1900 incoming & outward rakes dealt per month by the 77 goods yards/sheds /sidings over SC division.

1.7 Presently 34 Cabin men against the sanctioned strength of 47 are working in SC division and 13 posts are lying vacant.

S.NO.	CADRE	GP	SANCTIONED STRENGTH	MEN ON ROLL	VACANCY
1	CABIN MAN	2400	47	34	13

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2.0 EXISTING SCENARIO

2.1 All goods sheds & yards are under the overall control of Sr.DOM/SC and under direct supervision of concerned DOM & AOM. Each goods shed & yard is functioning directly under TI / Chief trains clerk in regard to stock & number taking work of inward & out ward rakes and to look after the rake terminal detention

2.2 The main functioning of Trains clerk is to record the number of wagons of inward and outward goods rakes indifferent goods shed over SC division for maintaining the operational statistics. They assist the yard master in certifying the position of wagons for the purpose of shunting operations which help the yard master to form a goods train with correct marshalling order. They also help the commercial clerks giving placement and drawl time of goods wagon from siding lines which are required for calculation of demurrage of wagons. They ensure the placement and clearance of wagons from their record book. The trains clerk have to maintain the registers in regard to movement of wagons, loading, releasing of wagons by TXR after examination. They record the causes of delays in movement of wagons and analyzing these causes adequate steps are being taken to avoid delays in movement of wagons they work out the goods wagon stock position from time to time during a day and relay this to control office over phone.

In addition to above work, the Trains clerk prepared statements of various types relating to the operational statistics which reflect the overall picture of performance of traffic.

2.3 There are 7 sectors in SC division. The details of loading / unloading of SC division are given here under:

COAL LOADING:

Loading Sector	Rakes/Month
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UNLOADING SCENARIO:

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2.4 The category wise position of total sanctioned strength vis-à-vis total men on roll of Chief Trains clerk, Sr.Trains clerk & Trains clerk of Secunderabad division as on 01.11.2018 furnished below:

Designation	Sanction staff	On roll staff	vacancy
CTNC	68	43	25
Sr.TNC	11	4	7
TNC	11	10	1
Total	90	57	33

2.5 Secunderabad Division is the most important Division of South Central Railway and ranks amongst the top five divisions of Indian Railways in terms of freight loading. It has a dedicated work force of 22,300 employees. It handles passenger traffic as well as freight traffic. Freight traffic is being handled at 77 stations spread throughout the division, which includes 14 loading and unloading points of Food Corporation of India Ltd. Besides the division serves two Container Depots at Sanathnagar and Nagalapalli and 8 power generating units.

The major commodities carried by Indian Railways are Coal, Iron Ore, Food grains, Iron & Steel, Cement, Petroleum products, Fertilizer and containerized Traffic. There are specialized wagons to handle the Transportation Needs of the different types of commodities.

The activities catered by the Trains clerk in dealing with the Freight traffic in different goods shed over SC division are more or less same as stated in para-2.2 but special attention is to be given for customer satisfaction and the workload of Trains clerk is decreasing nature due to introduction of FOIS system. The advantages of FOIS are shown below:

Advantages:

- Concessional freight rates (Train-load).
- Fast transportation and timely delivery.
- Assured wagon availability
- Bulk transportation facility.
- Better safety and security of goods.
- Technical guidance from experienced railway officials.
- User friendly simplified formalities.

3.0 CRITICAL ANALYSIS:

3.1 The Central Planning cell of South Central Railway has taken up the Work study on the Review of Staff Strength of Trains Clerks and cabin men in Operating Department over SC Division in order to study the available manpower in comparison with the current IR Average and to thus identify if any excess staff is available, with a view to right size the manpower.

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- As such, the prerequisite of manpower has become less in comparison to earlier methodology of Railway operation. Therefore, the competent authority is reluctant to fill up the vacancies.
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- In the light of above, study team recommends surrendering 13 sanctioned posts of Cabin man from the existing Sanctioned Strength.

3.7 Recommendations

- (1)** It is recommended to surrender 28 vacant posts of TNCs in Operating Department from book of sanctions.
- (2)** It is recommended to surrender 13 vacant posts of Cabin man in Operating Department from book of sanctions.

4.0 FINANCIAL APPRAISAL:

1.1 As per recommendation made in Para 3.8,
The total surplus posts of TNCs = **28** posts

The total surplus posts of Cabin men = **13** posts

1.2 As per recommendation made in Para -3.8, Annual financial savings to be achieved on account of surrender of 28 posts of Trains clerk and 13 cabin men under Operating department in SC division is calculated on the basis of lowest pay band and Grade pay as under.

Category & Scale of Pay (Rs.)	(Rs.) Grade Pay	Mean pay after 7th pay commission	D.A (9%) (in Rs)	Total (in Rs)	No. of posts Recommended for	(Rs) Monthly savings of total staff	Annual savings.
Trains clerk (5200-20200)	1900	41550/-	3740/-	45290/-	28	1268106/-	152.17 lakhs
Cabin men (5200-20200)	2400	53300	4797/-	58097/-	13	755261/-	90.63 lakhs
Total							242.8 lakhs

On implementation of the recommendations brought out in the Work-study report an annual savings of **Rs. 242.8 lakhs** can be achieved.

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CHAPTER – 5

çďüçĂđôôĂđó *RECOMMENDATION*

<i>RECOMMENDATION</i>	Para No.
<p>(1) It is recommended to surrender 28 vacant posts of TNCs in Operating Department from book of sanctions.</p> <p>(2) It is recommended to surrender 13 vacant posts of Cabin man in Operating Department from book of sanctions.</p>	3.7

** **