



SOUTH EASTERN RAILWAY

REVIEW OF STAFF STRENGTH OF ALL

MISC. NON-SAFETY CATG.

IN COMMERCIAL DEPARTMENT

OF ADRA DIVISION

IN THE CHANGED SCENARIO.



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GARDEN REACH, KOLKATA – 700 043.**

STUDY NO. EFF/900

SYNOPSIS

1.	Name of the work study	Review of staff strength of all misc. non-safety categories in Commercial Department of Adra division in the changed scenario.
2.	Terms of reference	. The study has been taken in the Annual Programme for the year 2018-19, on the basis of generation of surplus posts with respect to technological advancement and as per the approval of the competent authority.
3.	Aim	To make a comparative study of the categories which have been identified as non safety on account of change in technology and also those posts which are lying vacant since long.
4.	Projected manpower re-deployment/ surrender.	Surrender = 66
5.	Anticipated/projected savings	342 lakhs per annum (approx)
6.	No of recommendations made	02 (Two)
7.	Critical analysis & observations	Analysis done on the basis of field assessment made by the study team for conducting the study
8.	Brief note on recommendations	<u>Rec-I</u> 24 (Twenty Four) post of Commercial Cadre from ADA division which are lying vacant since long may be surrendered and their money value to be utilized for the purpose of outsourcing. <u>Rec-II</u> : 42 identified vacant posts of Safaiwala, Hamal, TWM, WRB, Peon, and Courier / Record Sorter to be declared redundant and surrendered.
9.	Department/s concerned	Commercial

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CHAPTER – I

1.0. INTRODUCTION

Indian Railway is rapidly proceeding towards modernization in all fields. The 12th Five Year Plan or probably the last has reiterated that the pace of railway modernization needs to be vigorously accelerated and that a paradigm shift in provision and delivery of rail services is called for. The need of the day is to concentrate on the core activities of infrastructure and operation. The action plan for the future should be planned with a view to:-

- Achieve a quantum reduction in manpower requirement for sustaining financial viability of IR with rising manpower costs and impact of the 6th Pay Commission recommendations.
- Lateral thinking to identify unconventional areas for reduction of dependence on manpower.
- Switch over from the conventional labour-intensive working methods to technology-intensive methods to reduce human intervention to a bare minimum.
- Use of such system that requires much less maintenance, review periodicity of maintenance schedules and improves reliability.
- To rationalize the working of departments

With the passage of time, the Indian Railways have been introducing modernization in all fields primarily with a view to ensure safe running of the system. Due to introduction of modern equipments / technology in almost all the fields, the involvement of field staff has got reduced to some extent. This has resulted in the related field activities getting redundant and a proportionate surplus in manpower.

The study has been taken up with a view to pin point those non safety posts which have fallen redundant due to change in technology, induction of maintenance free items and outsourcing of such non core activities not involving safety at a lesser rate.

M E T H O D O L O G Y

The methodology for completing the Work-Study is as follows:

1. Collection of the details of workload particulars.
2. Interaction with all the field officials and Branch Officers.
3. Direct observation of the pattern of working.
4. Critical examination of the existing system of working and the deployment of staff thereof.

CHAPTER – II

2.0 **STAFF STRENGTH**

Srl.No	Category	Level	S/Strength	On-Roll	Vacancy
Group ‘C’					
1	CBS/CPS/CGS	7	59	52	07
2	CCC	6	137	110	27
3	Sr.CC	5	65	70	(+) 5
4	CC	4	36	24	12
	Total		297	256	41
Group ‘D’					
5	Safaiwala	2	37	27	10
6	Hamal	2	32	22	10
7	TWM	2	03	01	02
8	WRB	2	27	23	04
9	Peon	2	52	38	14
10	TTE Porter	2	02	02	00
11	Store KSI	2	03	03	00
12	Courier/R-Sorter	2	03	01	02
	Total		159	117	42
	G/Total		456	373	83

CHAPTER – III

3.0 EXISTING SYSTEM OF WORKING

3.1 ANNOUNCER

The system of announcing is provided in almost all the stations over Indian Railways. In major stations these are done by commercial staff over and above the electronic announcement system. In other stations this is done electronically. In stations like ADA, BQA, BURN, PRR, BKSC & VSU Commercial Clerks and literate Gr'D' staff are provided for this purpose. They perform the duty in round the clock basis. Utilization of these skilled staff hampers the day to day work of the staff for which they are actually meant for. In other small stations this is being done by either SMR or Booking clerk on duty.

Srl.No	Station	Design of staff	Utilisation of staff
01	ADRA	CC	03
02	BQA	CC	03
03	BURN	CC	02
04	PRR	CC	03
05	BKSC	Gr'D'	05
06	VSU	CC	03
Total			19

3.2 TRAFFIC WATERMAN:

Earlier there was hardly any provision of drinking water on the platforms. Water huts were available on all stations and water was stored in earthenware pots from where it was distributed to the passengers by waterman. A trolley was also made available to distribute water to the passengers on train. Now the system have been replaced by providing water coolers / water vats at free of costs and of course with some charges through kiosks at some important stations and water bottles of 01/02/05 liters. Apart from this voluntary organization also take the responsibility to supply water to the passengers during monsoon seasons. As such the requirement of waterman at this stage has radically come down.

3.3 **HAMAL:**

The hamals working in the railways were utilized for loading and unloading of parcels from and in the brake van. They were also utilized to load and unload the iron cash boxes in the guards brake van for collection of cash from the stations. Due to changes in the present system the cash of the stations are directly collected by SBI from 01.8.2018 through a 3rd party and deposited in the bank. Only the cash remittance note and details of non issue tickets are sent in the cash safe at present which will also be stopped in future. In all the major stations outsourcing of VP's have already been implemented. Booking of smalls other than perishable from road side stations have reduced drastically as because major traffic have been diverted through roadways. The stations where presently hamals are posted are as under:

Srl.No	Station	No. of Hamal
01	ADRA	07
02	ANR	01
03	BKSC	05
04	BQA	03
05	PBA	01
06	PRR	04
07	VSU	01
TOTAL		22

3.4 **WAITING ROOM BEARER**

Normally the upper class waiting rooms available at major stations are being provided with a waiting room bearer. The stations having a heavy density of traffic requires a waiting room bearer on round the clock basis otherwise only during train arrival the upper class waiting room are opened. The duty of the bearer is to keep a detail note of the of the passenger in a register kept for the purpose. A multi skilling training is to be imparted to these bearer posted in a lesser traffic station so that they can be utilized in some other work as per requirement. The stations wise deployment of waiting room bearer are as under:

Srl.No	Station	No. of WRB
01	ADRA	03
02	BKSC	10
03	BQA	02
04	BURN	02
05	PRR	04
06	CNI	01
07	VSU	01
TOTAL		23

3.5 SAFAIWALA

The commercial safaiwala's were deputed in the station for sweeping of the Service Buildings, Retiring Rooms and waiting halls scheduled as per requirement/ exigencies. Cleaning of water-vats, spittoons, litter bins and seating arrangements were also under the purview of these safaiwala. Due to change in the present system of working the station cleaning as well as the service buildings are presently being outsourced. The safaiwala who were earlier entrusted with the job of cleaning are now utilized for some other work. Mostly all the stations throughout the Adra division have been outsourced but the safaiwalas deputed are available in those stations performing other related work as entrusted by SMR/CPS/CBS etc. The stations wise deployment of safaiwalas are as under:

Srl.No	Station	No. of Safaiwala	Srl.No	Station	No. of Safaiwala
01	ADA	06	12	KTD	01
02	ANR	01	13	LYP	01
03	BBM	01	14	MLQ	01
04	CHAS	01	15	NIM	01
05	CDGR	01	16	ODM	01
06	CHATNA	01	17	SBW	01
07	GBA	01	18	TKX	01
08	IBL	01	19	URMA	01
09	SRJM	01	20	BQA	01
10	JPH	01	21	BURN	01
11	KNF	01	22	VSU	01
TOTAL		16	TOTAL		11
Grand Total = 27					

3.6 **PEON**

In the earlier times peons were utilized for attending to officers, movement of files from one table to another or to other section or office. They were also attached to the different sections for departmental work or carrying out some other work as per the instruction of the senior staff. But presently this has changed from the VI pay commission. Now they are no more a Gr'D' staff. More over due to massive change in technology the system of movement of files has reduced. The files are normally being carried by the concerned staff to the officers for approval or vise-versa. A multi skilling programme to be undertaken by the division so that these staffs can be utilized in some other units as per exigency.

Srl.No	Station	No. of WRB
01	ADRA	21
02	BKSC	05
03	BQA	02
04	BURN	01
05	JOC	01
06	KSX	01
07	PRR	02
08	LDR	01
09	RSG	01
10	VSU	02
11	RKI	01
TOTAL		38

CHAPTER-IV

4.0 CRITICAL ANALYSIS WITH RECOMMENDATIONS :

4.1 Indian Railway is one of the largest organizations catering to the transportation needs all over the country. In order to maintain smooth functioning, staffs were utilized in almost all the spheres. With the development of modern technology and present system of working, the work load in many of the units have either been reduced or not in use. The action plan for the future is to be planned with a view to reduce the intervention of man-power in the routine day-to-day activities. This not only saves time and man-power but also cost effective. To cope up with this and get maximum yield, introduction of modern equipments in all the spheres have already been undertaken by the departments. In view of the present scenario, the surplus man-power rendered due to modernization has to be done away with. In view of the ongoing trend it would not be out of the context to state here that the posts which are non essential or which are non safety in nature and are lying vacant since long should be declared as redundant and surrendered so that in future posts related with safety can be created if required. The work study team after thorough field study and proper interaction with the concerned supervisor of the units have come to a conclusion that there is no necessity to keep those posts which are lying vacant since long. Moreover a multi skilling programme to be undertaken by the division so that the existing on roll staff who are available in various units and are not equipped with sufficient work can be utilized in some other units as per exigency. As such the following recommendations are made as under for their in principal acceptance.

4.2 Utilization of skilled staff for announcement purpose hampers the day to day work of the staff for which they are actually meant for. This system of utilization of staff should be stopped immediately. The division should take initiative for outsourcing of this activity for a better output.

Recommendation – I :

24 (Twenty Four) post of Commercial Cadre from ADA division which are lying vacant since long may be surrendered and their money value to be utilized for the purpose of outsourcing.

- 4.3 Due to the change in technology and system of working the utilization of staff in some category has practically become redundant. In some places it is also seen that they are being utilized for other than their designated job. As such it is opined that to meet with the existing system a multi skilling programme be undertaken by the division so that these staff can be properly trained and can be utilized in all such places as per exigency.

Recommendation – II :

Adra division is having a total number of 42 identified vacant posts of Safaiwala, Hamal, TWM, WRB, Peon, and Courier / Record Sorter. These posts may be declared redundant and surrendered.

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CHAPTER-V

5.0 FINANCIAL EVALUATION

In reference to the recommendations made in the study report the financial evaluation on the basis of surrender of **66** post is as under:-

Sl	Desgn	No. of posts	Level	pay	Avg. Pay	DA @ 7%	Monthly cost per staff	Total cost per month
1	Group'C'	24	3	21700-69100	45400	3178	48578	1165872
2	Group'D'	42	1	18000-56900	37450	2622	40072	1683024
TOTAL		66						2848896

The annual savings on account of surrender of **66** 'vacant' posts = Rs. 28,48,896/- x 12
= **Rs.341,86,752 /-**
Say **342 lakhs per annum approx.**

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