



SOUTH EASTERN RAILWAY

STUDY ON THE SURPLUS

MOTOR VEHICLE DRIVER CATEGORY

IN ADRA DIVISION.



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STUDY NO. EFF/906

SYNOPSIS

1.	Name of the work study	Study on the surplus Motor Vehicle Driver category in ADRA division.
2.	Terms of reference	The study has been taken up in view of Rly. Bd's letter on the issue of revised entitlement of staff cars over Indian Rlys.
3.	Aim	To review the staff strength of Motor Vehicle Drivers in the present scenario of Operating deptt in ADA division.
4.	Projected manpower re-deployment/ surrender.	2 'vacant' posts.
5.	Anticipated/projected savings	Rs. 10 lakhs per annum (approx)
6.	No of recommendations made	One.
7.	Critical analysis & observations	Railway Board vide their letter No E(G)2007 AL4/6 Pt. dt. 30.09.2008 have instructed that in the divisional level, only DRM & ADRM are entitled to use staff cars. All other vehicles will be taken on hire. Operating deptt of ADA division is having two vehicles on hire. As such, there shall not be any requirement of MV drivers in the near future.
8.	Brief note on recommendations	<u>Recommendation – I</u> : The available 2 'vacant' posts of MV drivers to be surrendered outright in view of the hiring of vehicles.
9.	Department concerned	Operating deptt.

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CHAPTER - I

1.0. INTRODUCTION

IREM Vol-II lays down the rules for the use of Staff cars in Indian Railways. The journeys regarded to be performed on duty are as under:-

- (a) Journeys between an officer's residence and the Railway station /aerodrome or between office and Railway station /aerodrome when proceeding on or returning from a tour whether at Headquarters or at out station.
- (b) Journeys to attend ceremonies, receptions in an official capacity and official lunch given to distinguished visitors. When courtesy invitations are received and official etiquette requires the acceptance of such invitations, the use of staff car for such journeys may be authorized at the discretion of the General Manager.
- (c) Journeys between an officer's residence and office when performed for official purposes outside normal office hours including Sundays and holidays.
- (d) To maintain uniformity over all the railways-
For the purposes of booking a staff car on duty from officer's office to residence and vice versa, a time gap of not less than one hour from opening and closing of office should be specified
Journeys in official cases (subject to availability) between office and residence may be treated as duty journeys
- (e) Staff cars can also be used for non-duty purposes subject to the condition that :-
Duty journeys will have preference over non-duty journeys; The use of staff cars will not be permissible for private pleasure trips and for journeys to places of public amusement, entertainment etc. Necessary charges to be recovered for such journeys from each of the officers separately.
- (f) A log book showing the movements of the vehicle in respect of all journeys to be maintained.

Due to the increase in OTA rates and other allowances, and the increasing cost of fuel and vehicle maintenance and bring about economy in the expenditures, Railway Board, have fixed the entitlement of staff cars in zonal Rlys restricted to GM & AGM (at Hd. Qrs level) and DRM & ADRM (at divisional level). All the other vehicles will be taken on hire.

In future, there shall only be two staff cars (alongwith official drivers) in ADA division for use of DRM & ADRM. The rest available Govt motor vehicles and their accompanying (official) drivers are to be eliminated in a phased manner.

The present study has been taken up basing upon the current guidelines of Rly. Bd. on the issue.

CHAPTER – II

2.0 STAFF STRENGTH :

2.1 The details of the available motor vehicle drivers in the Operating deptt in ADA division as on 01.09.2018 is as follows:-

Sl	Name of MV driver (Sri)	Deptt (Lien)	Working with	Remarks
Jeep/MTD/MVD/Sr.Tech, GP-4200/- L-6 , S/S=1, O/R-1, Vac - 0				
1	B.Bhaskar Rao	Optg	Sr.DOM/ADA	Staff Car
Jeep/MTD/MVD/Tech-I, GP-2800/- S/S=1, O/R-1, Vac – 0				
2	Paresh Nath Bouri	Optg	ARM/BKSC	Staff Car (1 st Shift)
Jeep/MTD/MVD/Tech-II, GP-2400/- S/S=1, O/R-1, Vac - 0				
3	Tarini Bouri	Optg	Sr.DSO/ADA	Staff Car
Jeep/MTD/MVD/Tech-III, GP-1900/- S/S=1, O/R-0 , Vac – 1 Jeep/MTD/MVD/Tech-III, GP-1800/- S/S=2, O/R-1 , Vac – 1				
4	Gopal Chowdhury	Optg	ARM/BKSC	Staff Car (2 nd Shift)

2.2 SUMMARY :

Sl	Designation (Jeep/MTD/MVD)	G.P. & Level	S/S	O/R	Vacancy
1	MCM/Sr.Tech	Rs. 4200/- Level-6	1	1	0
2	Tech-I	Rs. 2800/- Level-5	1	1	0
3	Tech-II	Rs. 2400/- Level-4	1	1	0
4	Tech-III	Rs. 1900/- Level-2	1	0	1
5	M.V.Driver	Rs. 1800/- Level-1	2	1	1
	TOTAL		6	4	2

CHAPTER – III

3.0 EXISTING SYSTEM OF WORKING :

- 3.1 Official cars were allowed to high placed officials since long, for conducting tours in official capacity.
- 3.2 With the increasing manpower costs, fuel price & maintenance charges, it has become imperative on the part of the administration to outsource the non-core activities to those agencies specialized in such activities that can perform efficiently and at a lower cost.
- 3.3 In cases of breakdown, these agencies have the infrastructure and means to provide alternate arrangements at short notice.
- 3.4 Railway Board had instructed that at divisional level, only DRM & ADRM shall have the facility to use an exclusive staff car, although other staff cars are also existing. All the other vehicles will be taken on hire.
- 3.5 The Government vehicles that were available prior to the issue of this order shall be under use and on being condemned, an alternate vehicle shall be taken on hire basis as per the exigency.
- 3.6 The Motor vehicle drivers in the division are rostered for duty from 8 to 18 hours – 6 days in a week. Working beyond this period, the MV driver shall be eligible for OT.
- 3.7 It is seen that daily routine working of MV drivers makes them eligible for OT on a day to day basis.
- 3.8 There are presently 4 MV drivers on roll for working 3 vehicles. Two other vehicles are on hire on contractual basis. One is under the control of ARM/BKSC and the other is with ARM/BJE.
- 3.9 In view of Bd's extant policy guidelines on the matter of staff car entitlements, there shall no longer be any further requirement of staff car vehicles and motor vehicle drivers in the near future.

CHAPTER – IV

4.0 CRITICAL ANALYSIS & RECOMMENDATIONS :

4.1 Railway Board vide their letter No E(G)2007 AL4/6 Pt. dt. 30.09.2008 have instructed that in the divisional level, only DRM & ADRM are entitled to use staff cars. All other vehicles will be taken on hire. As such, there shall not be any further requirement of MV drivers in the near future. Against the sanctioned strength of 6 MV drivers in the Operating deptt of ADA division, there are 4 men on roll. These two vacant posts are no further required to be retained.

Recommendation – I : The available 2 ‘vacant’ posts of MV drivers to be surrendered outright in view of the hiring of vehicles.

CHAPTER-V

5.0 Financial Evaluation

In reference to the recommendations made in the study report the financial evaluation on the basis of surrendering 2 'vacant' posts is as under:-

5.1 FINANCIAL SAVINGS DUE TO SURRENDER

Sl	Desgn	Level of pay	No. of posts	Pay	Avg. Pay	DA @ 9%	Monthly cost per staff	Total cost per month
1	Lowest grade of MV Driver	Rs.18000/- (Level-1)	2	18000 - 56900	37450	3370	40820	81640
TOTAL			2					81640

The annual savings due to surrender of 2 'vacant' posts is as follows :-

$$= \text{Rs. } 81640 \times 12$$

$$= \text{Rs. } 9,79,680/-$$

say Rs. **10 lakhs per annum** (approx)

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