



WORK STUDY REPORT  
ON  
REVIEW OF RUNNING ROOM STAFF  
WORKING UNDER  
MECHANICAL (O&F) DEPARTMENT  
OVER  
FZR DIVISION  
2019-20

WORK STUDY TEAM

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No. 16-CP/19/WS/2019-20

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## EXECUTIVE SUMMARY

This study was allotted to Central Planning Cell, HQ Office to identify redundant/unproductive activities and to suggest improved methods of working, outsourcing of certain activities in the Running Rooms of Firozpur Division under the control of Mechanical (O&F) Department.

### STAFF POSITION:

The sanctioned and on roll strength of Running Rooms staff controlled by Mechanical (O&F) Department is as under:-

S.No	Department	Category	S/S	O/R	Var.
1.	<b>MECHANICAL (O&amp;F)</b>	RR Care taker	07	02	-05
		RR cook	44	10	-34
		RR Bearer	38	52	+14
		Total	<b>89</b>	<b>64</b>	<b>-25</b>

No. of posts identified as surplus: -

Group 'C' = 25 posts

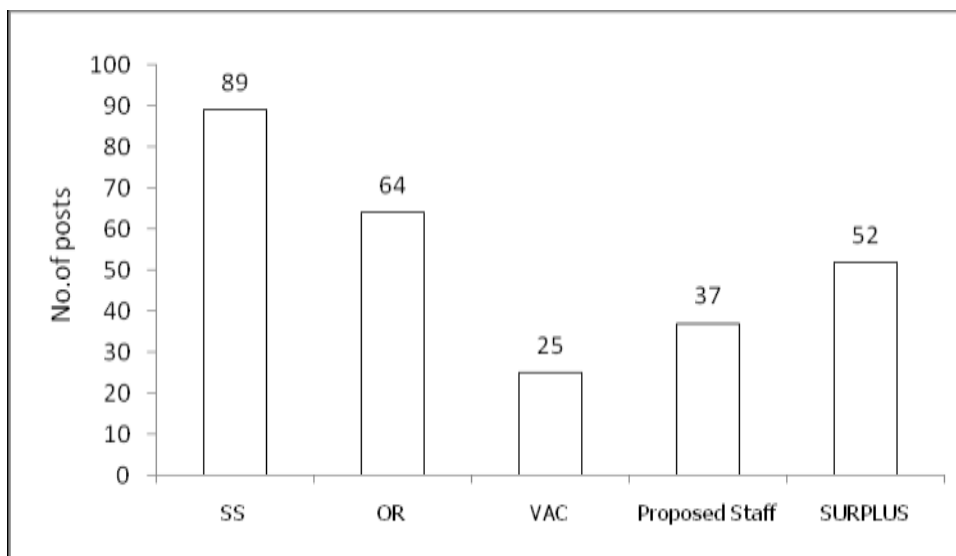
Group 'D' = 27 posts

Total = 52 posts

Anticipated recurring saving = ■ 296.03 lakh per annum

Capital saving = Nil

Total saving = ■ 296.03 lakh per annum



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## SYNOPSIS

Indian Railways is a unique example of unity in diversity in which more than ten departments are working towards achieving single goal of carrying freight and passenger trains at the optimum level of safety, security, reliability and punctuality. To cope with the increasing volume of traffic, it has become imperative to adopt improved working techniques to enhance the efficiency and economy. With the introduction of advanced technology, the working pattern has also been changed and some activities have become redundant. The elimination of such redundant activities has improved the system.

Running Rooms play a vital role for providing adequate and comfortable rest to loco pilots, guards and other running staff to enable them to get refreshed so as to work trains smoothly and efficiently. Most of the running rooms controlled by Mechanical O&F Department over Firozpur division have been outsourced, while few others running departmentally.

Keeping in view of above, SDGM/NR directed Central Planning Cell HQ to conduct a review of Running Rooms staff controlled by Mechanical (O&F) Department with a view to optimize the manpower due to advancements/modernization. The work study team suggested certain improved methods in working to increase the man power productivity. The team also kept in view the local working conditions/outsourcing and held discussions at various levels while assessing the requirement of manpower.

Finally, the team is of the opinion that if the recommendations made in the report are accepted and implemented in toto, a net recurring saving to the tune of ■ 296.03 lakh per annum is likely to be achieved after surrendering of 52 posts identified as surplus.

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## SUMMARY OF RECOMMENDATIONS

Rec No	Recommendations	Refer para no.	Accepting/ Implementing authority																								
1	<p>It is proposed that 52 posts of running room staff under Mech (O&amp;F) deptt in different categories and grades identified as surplus and recommended for surrender as under:</p> <table border="1"> <thead> <tr> <th>S No</th><th>Category</th><th>Grade</th><th>Surplus Posts</th></tr> </thead> <tbody> <tr> <td>1</td><td>RR Cook</td><td>5200-20200+2400 (L-4)</td><td>13</td></tr> <tr> <td>2</td><td>RR Cook</td><td>5200-20200+1900 (L-2)</td><td>12</td></tr> <tr> <td>3</td><td>RR Cook</td><td>5200-20200+1800 (L-1)</td><td>05</td></tr> <tr> <td>4</td><td>RR bearer</td><td>5200-20200+1800 (L-1)</td><td>22</td></tr> <tr> <td colspan="3">Total</td><td>52</td></tr> </tbody> </table>	S No	Category	Grade	Surplus Posts	1	RR Cook	5200-20200+2400 (L-4)	13	2	RR Cook	5200-20200+1900 (L-2)	12	3	RR Cook	5200-20200+1800 (L-1)	05	4	RR bearer	5200-20200+1800 (L-1)	22	Total			52	2.4.11	ADRM/FZR Sr. DME/O&F/FZR Sr. DPO/FZR
S No	Category	Grade	Surplus Posts																								
1	RR Cook	5200-20200+2400 (L-4)	13																								
2	RR Cook	5200-20200+1900 (L-2)	12																								
3	RR Cook	5200-20200+1800 (L-1)	05																								
4	RR bearer	5200-20200+1800 (L-1)	22																								
Total			52																								
2	It is proposed to explore the possibility of outsourcing of the running rooms which are functioning departmentally to economise the system.	2.5.0	ADRM/FZR Sr. DME/O&F/FZR Sr. DPO/FZR																								

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## ACKNOWLEDGEMENT

The Work Study team is highly grateful to Sh. Sukhvinder Singh, ADRM/FZR and Sh. Jusuf Kabir, Sr. DPO/FZR, Sh Paras Chandra Sr. DME/O&F/FZR, and Sh. Jai Singh, DPO/FZR for giving their valuable guidance. The team is also thankful to all other functionaries for extending their cooperation in providing necessary data/information during the course of study

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## 1.0 INTRODUCTION:

- 1.1 Firozpur division is an important division of Northern Railway spread over Jammu Kashmir, Punjab, Haryana, Rajasthan & Himachal Pradesh and deals with freight and coaching traffic.
- 1.2 The movement of coaching and freight traffic is controlled by the operating department and employees of different departments contribute directly/indirectly in the train operation. The running room staff is involved indirectly in train operations by extending rest facilities to the loco pilots, guards and other running staff.
- 1.3 As a matter of fact, time bound train operation is essential to bring efficiency in the working system. Loco pilots and guards can work in train operations smoothly only if they have comfortable rest in running rooms. So adequate facilities like provision of AC, RO drinking water, Open Gym etc; have been provided in running rooms.
- 1.4 Most of the running rooms controlled by Mechanical (O&F) Department over Firozpur division have been outsourced, while few others are running departmentally. It is seen that outsourced running rooms are more economical than the departmental running rooms.
- 1.5 Keeping in view of above, SDGM/NR directed to conduct the "Review of running rooms staff working under control of Mechanical O&F Department over Firozpur Division" to eliminate wasteful expenditure and to optimize utilization of assets and manpower. It was also emphasized that unproductive/obsolete activities to be eliminated to increase manpower productivity.

## 1.5 TERMS OF REFERENCE

The work study has been conducted under the following terms of reference: -

- i) To review staff strength vis-à-vis workload.
- ii) To suggest ways and means to identify redundant/unproductive activities to eliminate wasteful expenditure.
- iii) To suggest ways and means to improve the system economically in view of modernization and systems development.

## 1.6 METHODOLOGY ADOPTED

The following method study and work measurement techniques were adopted to conduct the study: -

- i) Data collection and its critical analysis.
- ii) Work sampling, analytical estimation, spot observations, physical checks and yardstick in vogue, if any, to assess the requirement of staff.
- iii) Held discussions at various levels.

2.0.0 BRIEF DESCRIPTION, STAFF POSITION, WORKLOAD, CRITICAL ANALYSIS, REQUIREMENT OF STAFF, RECOMMENDATIONS & OBSERVATIONS

2.1.0 The train crews and guards are booked to work mail/Express/passenger/goods train and DMU trains as per their link and supervised by Crew Controllers. To provide comfort to the incoming crews/guards, the running rooms facilities are provide at running rooms which are under the control of Mechanical O&F Department over Firozpur Division.

2.1.1 The study is confined to review the staff working in running rooms under the control of Mechanical O&F Department over Firozpur Division.

2.2.0 STAFF POSITION

2.2.1 During the course of study, the team collected the category and grade wise staff position of all running rooms from the divisional headquarter, which is annexed as annexure no. II in the summarized position of the same is given as under.

RUNNING ROOMS UNDER MECHANICAL (O&F) DEPARTMENT:

R. Room	S/S	O/R	Vac
Firozpur Cantt (FZR)	15	10	-05
Ludhiana (LDH)	16	07	-09
Jalandhar City (JUC)	11	09	-02
Amritsar (ASR)	12	09	-03
Pathankot & Baiznath Paprola (PTK & BJPL)	20	16	-04
Jammu Tawi (JAT)	15	13	-02
Udhampur-Srinagar- Baramulla Rail link (USBRL)	00	00	00
Total	89	64	-25

The above table reveals as under:

The on roll staff strength of running room under Mechanical (O&F) Deptt is 64 against the sanction strength of 89 and 25 posts are lying vacant.



### **2.3.0 CRITICAL ANALYSIS**

During the course of study, the work study team collected the data of running room staff working under Mechanical O&F Department from the divisional headquarter and examined critically. It has been observed as under:

- i) It has been observed the running rooms on contract basis are functioning efficiently than that of managed by departmental staff.
- ii) Running rooms of FZR, PTK and JAT are outsourced for housekeeping activities only and the catering is being done by departmental staff.
- iii) The cleaning standard being maintained by contractual labour is satisfactory as well as the contractual cleaning activities are cheaper than the departmental staff
- iv) The running rooms of LDH, JUC, ASR, BJPL, UHP, SVDK and BDGM are already running satisfactorily on contract basis @ Rs. 27504752/- Per annum.
- v) It is proposed to explore the possibility of outsourcing of the running rooms which are functioning departmentally to increase the productivity of Railways.
- vi) After surrendering of 52 running room staff as recommended than 296.03 lakh per annum recurring saving will be achieved.

## 2.4.0 RUNNING ROOMS ON CONTRACT BASIS UNDER MECHANICAL (O&F) DEPARTMENT:

Running Room	Name of work		Validity	Total value of contract in ₹	Value of contract for one yr in ₹	Remarks
LDH	Cleaning of Running Room Ludhiana	Cleaning of New model Running Room including complete complex, Loco Lobby ,Station Lobby & CLI Room and its surrounding area at Ludhiana & Washing of linen in Running Room Ludhiana for Two Year.	27/05/2018 to 26/05/2020	8230421	4115211	Running successfully
	Subsidized Meal/ Food	Provision of Vegetarian subsidized Meal/food 120 Running Staff Per Day in New Model Running Room, Ludhiana for a period of One Year.	19/10/2018 to 18/10/2019	5076902	5076902	Running successfully
FZR	Cleaning Of Loco Lobby & RR	Cleaning, mopping, washing of SSE(Loco( Office, CMS Lobby and its surrounding area, Washing of Linen & Khana Boxes at FZR .	24.04.2018 to 23.04.2020	1874499	937250	Running successfully
JUC	Khana boxes+ Linen	Transportation of drivers khana boxes and washing of linen running room, JUC.	14/06/2017 to 13/06/2019	693408	346704	Running successfully
	Cleaning of Loco R/ Room, Lobby	Cleaning Mopping running room, JUC	05/2019 to 04/2021	3403917	1701959	Running Successfully
	Subsidized Meals	Provision of Vegetarian subsidized Meal/food for Running Staff in Running Room, Jalandhar for a period of Two Year	12/18 to 12/20	2872121	1436061	Running Successfully
ASR	Cleaning	Cleaning washing & mopping of SSE/L, Loco Lobby etc. at ASR	08/2018 to 08/2020	1590516	795258	Running Successfully
	Subsidized Meals	Provision of Vegetarian subsidized Meal/food for Running Staff in Running Room, ASR for a period of Two Year	01/2019 to 01/2021	3103970	1551985	Running Successfully
PTK & BJPL	Khana boxes+ Linen	Transportation of drivers boxes at PTK & BJPL and Washing of linen running room, PTK & BJPL.	09/04/2018 to 09/04/2020	1001978	500989	Running Satisfactory
	Cleaning of R/Room & Loco Complex, PTK	Clg. Washing, mopping of R/Room, Lobby, RDI PTK.	18/04/2018 to 17/04/2020	1235919	617960	Running Satisfactory
	Cleaning of R/Room & Loco Complex, BJPL	Clg. Washing, mopping of R/Room, Lobby, RDI & shed etc.	16.06.18 to 15.06.20	1390000	695000	Running Satisfactory
	Subsidized Meals	Provision of Vegetarian subsidized Meal/food for Running Staff in Running Room, BJPL for a period of Two Year	01/2019 to 01/2021	2667945	1333973	Running Satisfactory
JAT	Cleaning of Loco R/ Room, Lobby JAT+ Khana Boxes	Cleaning of Running Room, Counter, CMS, Loco Lobby, RDI, Loco Shed at JAT and its surrounding area, Management of reception counter and loading/Un loading of loco Pilots tools /Khana Boxes at JAT for two years	05/06/2018 to 04/06/2020	4306309	2153155	Running Satisfactory
UHP	Management of running rooms	Cleaning & Washing of linen at RR, UHP +Khana Boxes	14/06/2018 to 13/06/2020	1029175	514588	Running Satisfactory
		Subsidized Meal at UHP	14/06/2018 to 13/06/2020	894341	447171	
Katra	House keeping	Housekeeping along with material of running room Badgaon.	15.04.2018 to 14.04.2020	1235919	617960	Running Satisfactory

	Subsidized Meal of Running Room SVDK	Subsidized Meal at SVDK	16.05.18 to 15.05.2020	2635211	1317606	Running Satisfactory
	Care taker and box porter	Out sourcing of care taker and box porter staff at RR/Katra for two years	24.04.2019 to 23.04.2021	2088943	1044472	Running Satisfactory
BDGM	Housekeeping along with material	Housekeeping along with material	22.02.18 to 21.02.2020	1600248	800124	Running Satisfactory
	Subsidized Meals	Subsidized Meal of Running Room BDM	22.02.18 to 21.02.2020	3000847	1500424	Running Satisfactory
Total				49932589	27504752	

The above table reveals that the premises cleaning of running rooms, loco lobby, provision of subsidized meals to running staff and washing of linen is being carried out on contract basis successfully @ ₹27504752/- per annum.

#### 2.4.1 REQUIREMENT OF STAFF IN THE RUNNING ROOMS UNDER MECHANICAL (O&F) DEPARTMENT:

During the conduct of study the work study team observed that running rooms managed by mechanical (O&F) department at LDH, ASR, JUC, BJPL, UHP, SVDK and BDGM are functioning successfully on contract basis whereas FZR, PTK and JAT are being carried out partially departmentally and partially on contract basis. The kitchen activities are being carried out departmentally whereas housekeeping and transporting of khana boxes are managed on contract basis.

The work study team collected the data from divisional headquarter/FZR and examined carefully. The work study team has taken into considerations, the deployment of staff, held discussion at various levels, outsourcing of activities and yard stick in vogue if any while proposing the requirement of staff. The running room wise proposed requirement of staff is given as under.

#### 2.4.2 RUNNING ROOM FIROZPUR CANTT:

This running room is supervised by the Sr. Crew Controller (Mechanical). The house keeping, cleaning, washing of running rooms have been outsourced and kitchen activities are functioning by departmental staff.

##### STAFF POSITION

The sanctioned and on roll strength of running room staff is as under:-

S No	Category	S/S	O/R	Vacancy
1	RR Care taker	01	00	-01
2	RR Cook	06	01	-05
3	RR Bearer	08	09	+01
Total		15	10	-05

The above table reveals that the on roll strength is 10 against the sanctioned strength of 15 and 05 posts are lying vacant.

Occupancy of running room FZR is about 24 men per day for which the departmental kitchen staff has been deployed. Cleaning, mopping, washing of SSE/Loco Office, CMS (Crew Management System) Lobby and its surrounding area, washing of Linen &

transporting of khana Boxes at FZR is running on contract basis @ Rs 937250/- per annum.

#### PROPOSED REQUIREMENT OF STAFF:

Category	Proposed staff	Remarks
RR Care taker	01	Gen Shift
RR cook	01	Morning 08-16
	01	Evening 16-24
RR Bearer	02	Morning 08-16
	02	Evening 16-24
	01	Night 00-08
Total	08	
LR @ 12.5%	01	
RG @ 16.5%	01.32	
Total	10.32 say 10.	

The proposed requirement of running room staff comes to 10 against the sanctioned strength of 15 and **05** posts are identified as surplus and recommended for surrender.

#### 2.4.3 RUNNING ROOM LUDHIANA:

##### STAFF POSITION

The sanctioned and on roll strength of running room staff is as under:-

S No	Category	S/S	O/R	Vacancy
1	RR Care taker	01	00	-01
2	RR Cook	06	02	-04
3	RR Bearer	09	05	-04
Total		16	07	-09

The above table reveals that the on roll strength is 07 against the sanctioned strength of 16 and 09 posts are lying vacant.

During discussion, the work study team was apprised that there are 116 beds in running room and average occupancy of running room is 155 per day. Existing staff is deployed in 03 shifts to supervise the work of contractor.

This running room is supervised by the Chief Loco Inspector. Out sourcing of Cleaning of New model Running Room including complete complex, Loco Lobby, Station Lobby & CLI Room and its surrounding area at Ludhiana & Washing of linen in Running Room Ludhiana is running successfully @ Rs 4115211/- per annum. Provision of Vegetarian subsidized Meal/food for 120 Running Staff per Day in New Model Running Room is also carried out on contract basis @ Rs. 5076902/- per annum.

#### OBSERVATIONS AND PROPOSED REQUIREMENT OF STAFF:

At present on roll staff strength is 07 against the sanctioned strength of 16 and 09 posts are lying vacant. Even after outsourcing of all activities in running room, departmental staff is still deployed which is uneconomical on Railway account and must be curtailed. Since all the activities in running room/LDH are going on contract basis, the work study team is of the opinion that all the 16 sanctioned posts of running room staff is rendered surplus and proposed requirement comes to nil. Thus **16** sanctioned posts of running room staff is rendered surplus and recommended for surrender.

#### 2.4.4 RUNNING ROOM JALANDHAR CITY:

##### STAFF POSITION:

The sanctioned and on roll strength of running room staff is as under:-

S No	Category	S/S	O/R	Vacancy
1	RR Care taker	01	00	-01
2	RR Cook	03	01	-02
3	RR Bearer	07	08	+01
Total		11	09	-02

The above table reveals that the on roll strength is 09 against the sanctioned strength of 11 and 02 posts are lying vacant.

This running room is supervised by the SSE/Loco/JUC. Out sourcing of Cleaning of Running Room including complete complex, Loco Lobby and its surrounding area at JUC is running successfully for which Rs 1701959/- per annum is paid to the contractor. Transportation of drivers' khana boxes and washing of linen running room being carried out on contract basis @ Rs. 346704/- per annum. Provision of Vegetarian subsidized Meal/food for Running Staff in Running Room; Jalandhar city is also being carried out on contract basis @ Rs. 1436061/- per annum.

##### OBSERVATIONS AND PROPOSED REQUIREMENT OF STAFF:

At present on roll staff strength is 09 against the sanctioned strength of 11 and 02 posts are lying vacant. Even after outsourcing of all activities in running room, departmental staff is still deployed which is uneconomical on Railway account and must be curtailed. Since all the activities in running room/JUC are going on contract basis, the work study team is of the opinion that 11 sanctioned posts of running room staff is rendered surplus and hence proposed requirement comes to nil. Thus **11** sanctioned posts of running room staff is rendered surplus and recommended for surrender.

#### 2.4.5 RUNNING ROOM AMRITSAR:

##### STAFF POSITION

The sanctioned and on roll strength of running room staff is as under:-

S No	Category	S/S	O/R	Vacancy
1	RR Care taker	01	00	-01
2	RR Cook	06	03	-03
3	RR Bearer	05	06	+01
Total		12	09	-03

The above table reveals that the on roll strength is 09 against the sanctioned strength of 12 and 03 posts are lying vacant.

This running room is supervised by the SSE/Loco. The Cleaning, washing & mopping of running room, SSE/L, Loco Lobby etc. at ASR is being carried out on contract basis @ Rs 795258/- per annum. Provision of Vegetarian subsidized Meal/food for Running Staff in Running Room ASR is also being carried out on contract basis @ Rs. 1551985/- per annum.

#### OBSERVATIONS AND PROPOSED REQUIREMENT:

During discussion, the work study team was apprised that there are 45 beds in running room and average occupancy of running room is 25 per day. Out of Existing 9 staff 04 men are deployed in 03 shifts to supervise the work of contractor and 05 men are deployed in RDI.

Even after outsourcing of all activities in running room, departmental staff is still deployed on various activities which is uneconomical on Railway account and must be curtailed. Since all the activities in running room/ASR are going on contract basis, the work study team is of the opinion that 12 sanctioned posts of running room staff is rendered surplus and hence proposed requirement comes to nil. Thus **12** sanctioned posts of running room staff is rendered surplus and recommended for surrender.

#### 2.4.6 RUNNING ROOM PATHANKOT & BAIZNATH PAPROLA:

##### STAFF POSITION

The sanctioned and on roll strength of running room staff is as under:-

S No	Category	S/S	O/R	Vacancy
1	RR Care taker	02	01	-01
2	RR Cook	07	02	-05
3	RR Bearer	11	13	+02
Total		20	16	-04

The above table reveals that the on roll strength is 16 against the sanctioned strength of 20 and 04 posts are lying vacant.

The running room is supervised by the SSE/Loco/PTK /BJPL. Transportation of drivers boxes at PTK & BJPL and washing of linen running room, PTK & BJPL is being carried out on contract basis @ Rs 500989 /- per annum. Cleaning Washing, mopping of R/Room, Lobby, RDI & shed etc at PTK is being carried out on contract basis @ Rs 617960/- per annum. Kitchen of running room/PTK is working by departmental staff.

Provision of Vegetarian subsidized Meal/food for Running Staff in Running Room BJPL is being carried out on contract basis @ Rs. 1333973/- per annum.

##### OBSERVATIONS AND PROPOSED REQUIREMENT OF STAFF:

Since all activities of running are out sourced at BJPL, no staff is proposed at BJPL. The kitchen of running room at Pathankot is functioning by departmental staff hence staff is proposed as follow.

Category	Proposed staff	Remarks
RR Care taker	01	Gen shift
RR cook	01	Morning (08-16)
	01	Evening (16-24)
	01	Night (00-08)
	02	Morning (08-16)
RR Bearer	02	Evening (16-24)
	02	Night (00-08)
Total	10	
LR @ 12.5%	1.25	
RG @ 16.5%	1.65	
Total	12.9 say 13	

The proposed requirement of running room staff at PTK comes to 13 against the sanctioned strength of 20 and **07** posts are identified as surplus and recommended for surrender.

#### 2.4.7 RUNNING ROOM JAMMU TAWI:

##### STAFF POSITION

The sanctioned and on roll strength of running room staff is as under:-

S No	Category	S/S	O/R	Vacancy
1	RR Care taker	01	01	00
2	RR Cook	06	01	-05
3	RR Bearer	08	11	+03
Total		15	13	-02

The above table reveals that the on roll strength is 13 against the sanctioned strength of 15 and 02 posts are lying vacant.

This running room is supervised by the SSE (O&F) Mechanical JAT. Cleaning of Running Room, Counter, CMS, Loco Lobby, RDI, Loco Shed at JAT and its surrounding area is already outsourced @ Rs. 2153155/- per annum. There are two kitchens (Kitchen No 1 & Kitchen No 2) at JAT and occupancy is about 55 men per day for which departmental staff has to be deployed. The running room staff at kitchens of JAT is proposed as follow.

Category	Proposed staff	Remarks
RR Care taker	01	Gen shift
RR cook	02	Morning 06-14 (01 in each kitchen)
	02	Evening 14-22 (01 in each kitchen)
	01	Night 22-06
RR Bearer	02	Morning 06-14 (01 in each kitchen)
	02	Evening 14-22 (01 in each kitchen)
	01	Night 22-06
Total	11	
LR @ 12.5%	1.37	
RG @ 16.5%	1.81	
Total	14.18 say 14	

The proposed requirement of running room staff at JAT comes to 14 against the sanctioned strength of 15 and **01** post is identified as surplus and recommended for surrender.

#### 2.4.8 RUNNING ROOM UDHAMPUR:

Cleaning & Washing of linen at RR, UHP & transporting of Khana Boxes, Subsidized Meal at running room UHP is already on contract basis @ Rs. 514588/- and Rs 447171/- per month. No departmental staff is sanctioned/deployed and existing system hold good and may continue.

#### 2.4.9 RUNNING ROOM KATRA:

The activities of Housekeeping along with material of running room, Subsidized Meal, care taker and transporting of box porter staff at RR/Katra is already on contract basis @ Rs. 617960/- , Rs. 1317606 and Rs 1044472/- per month. No departmental staff is sanctioned/deployed and existing system hold good and may continue.

#### 2.4.10 RUNNING ROOM BDGM:

The activities of housekeeping along with material and Subsidized Meal of Running Room BDGM is already on contract basis @ Rs. 800124/- & Rs. 150424/- per month. No departmental staff is sanctioned/deployed and existing system hold good and may continue.

#### 2.4.11 The summarized position of existing sanctioned strength, proposed staff and surplus posts of running room staff working under Mech (O&F) over FZR division is given as under:

S No.	R. Room	S/S	Proposed staff	surplus	Remarks
1	Firozpur Cantt (FZR)	15	10	+05	
2	Ludhiana (LDH)	16	--	+16	Outsourced
3	Jalandhar City (JUC)	11	--	+11	Outsourced
4	Amritsar (ASR)	12	--	+12	Outsourced
5	Pathankot & Baiznath Paprola (PTK & BJPL)	20	13	+07	
6	Jammu Tawi (JAT)	15	14	+01	
7	Udhampur-Srinagar- Baramulla Rail link (USBRL) UHP,SVDK & BDGM	00	--	--	Outsourced
	Total (A)	89	37	52	

The proposed requirement of running room staff comes to 37 against the sanctioned strength of 89 and 52 posts of running staff identified as surplus and recommended for surrender.

##### **Recommendation No 1:**

It is proposed that 52 posts of running room staff under Mech O&F deptt in different categories and grades identified as surplus and recommended for surrender as under:

S No	Category	Grade	Surplus Posts
1	RR Cook	5200-20200+2400 (L-4)	13
2	RR Cook	5200-20200+1900 (L-2)	12
3	RR Cook	5200-20200+1800 (L-1)	05
4	RR bearer	5200-20200+1800 (L-1)	22
Total			52



### **2.5.0 GENERAL OBSERVATIONS:**

During the conduct of study the work study analysed the working of running room staff working under Mechanical (O&F) Department. It has been observed that the contractual work is found more economical and satisfactory than the departmental staff. AT Present housekeeping & kitchen activities of running rooms at ASR, JUC, LDH, UHP, SVDK and BDGM are functioning on contract basis successfully. Whereas housekeeping activities at running rooms FZR, PTK and JAT are being carried out on contract basis and kitchen activities are being carried out departmentally. The work study team is of the opinion that the possibilities may be explored to outsource the kitchen activities at FZR, PTK and JAT and after outsourcing resultant posts of running rooms staff will be rendered surplus.

#### **Recommendation 2:**

It is proposed to explore the possibility of outsourcing of the running rooms which are functioning departmentally to economise the system.

### 3.0.0 FINANCIAL IMPLICATIONS:

Deptt	S No	Category	Grade	Refer Recom No.	Surplus Posts	Monthly value per post ■	Anticipated annual recurring saving ■
Mechanical (O&F)	1	RR Cook	5200-20200+2400 (L-4)	Para 2.4.10	13	59696/-	9312576
	2	RR Cook	5200-20200+1900 (L-2)		12	46536/-	6701184
	3	RR Cook	5200-20200+1800 (L-1)		05	41944/-	2516640
	4	RR bearer	5200-20200+1800 (L-1)		22	41944/-	11073216
Total					52		29603616

No. of posts identified as surplus: -

Group 'C' = 25 posts

Group 'D' = 27 posts

Total = 52 posts

Anticipated recurring saving = ■ 296.03 lakh per annum

Capital saving = Nil

Total saving = ■ 296.03 lakh per annum

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## 4.00 PRODUCTIVITY

4.1.0 The total annual expenditure on the sanctioned strength of Running room staff of Mechanical (O&F) Department working over FZR Division is tabulated as under:-

Deptt	S No	Category	Grade	Sanctioned Strength	Monthly value per post	Anticipated annual recurring saving
	1	RR Care Taker	5200-20200+1900 (L-2)	07	46536/-	3909024
Mechanical (O&F)	2	RR Cook	5200-20200+2400 (L-4)	15	59696/-	10745280
	3	RR Cook	5200-20200+1900 (L-2)	21	46536/-	11727072
	4	RR Cook	5200-20200+1800 (L-1)	08	41944/-	4026624
	5	RR bearer	5200-20200+1800 (L-1)	38	41944/-	19126464
				89		49534464

The above table reveals that 49534464/- per annum is being spent on the above sanctioned strength of running room staff over FZR Division.

4.2.0 The annual expenditure on the proposed strength running room staff working over FZR Division is tabulated as under:-

Deptt	S No	Category	Grade	Proposed staff	Monthly value per post	Anticipated annual recurring saving
	1	RR Care Taker	5200-20200+1900 (L-2)	07	46536/-	3909024
Mechanical (O&F)	2	RR Cook	5200-20200+2400 (L-4)	02	59696/-	1432704
	3	RR Cook	5200-20200+1900 (L-2)	09	46536/-	5025888
	4	RR Cook	5200-20200+1800 (L-1)	03	41944/-	1509984
	5	RR bearer	5200-20200+1800 (L-1)	16	41944/-	8053248
Total				37		19930848

The above table reveals that after the implementation of the work study report, the expenditure on the proposed staff will come to 19930848/- Therefore the expenditure will be reduced from 49534464/- to 19930848/-.

## WORK STUDY REPORT DETAILED CHART

Department : - Mechanical O&F Department

Name of study: - Review of Running Rooms staff controlled by Mechanical O&F Department over FZR Division.

Activity Centre: - Running rooms of FZR, LDH, JUC, ASR, PTK/BJPL, JAT, UHP, SVDK and BDGM, over FZR Division.

S. No	Sub-activity	Actual staff deployed	Work Study recommendation	Representative Workload
1	Running rooms over FZR Division controlled by Mechanical O&F Department provides rest & catering services to Crews, guards and other running staff.	SS =89 OR =64 Vac =25	SS =89 Prop =37 Surplus=52	To provide accommodation for rest and catering services to the Crews, guards staff over FZR division.

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## LIST OF ANNEXURES

S.N.	Description	Annex. No.
1	Letter of C.P. Cell to initiate the work study No. 16-CP/19/WS/2019-20 Part-I dt.10.07.2019	I
2	Statement showing Category wise, Grade wise staff position of running room staff of Mechanical O&F Department over FZR Division.	II

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THE TOTAL SANCTIONED AND ON ROLL STRENGTH OF RUNNING ROOM STAFF WORKING UNDER MECHANICAL O&F DEPARTMENT OVER FZR IS DETAILED BELOW:-

R. Room	RR Care Taker GP: Rs. 1900		RR Cook GP: Rs. 2400		RR Cook GP: Rs. 1900		RR Cook GP: Rs. 1800		RR Bearer GP: Rs. 1800		Total		
	S/S	O/R	S/S	O/R	S/S	O/R	S/S	O/R	S/S	O/R	S/S	O/R	Vac
FZR	01	00	--	--	06	01	--	--	08	09	15	10	-05
LDH	01	00	03	00	03	02	03	00	06	05	16	07	-09
JUC	01	00	03	00	02	01	--	--	05	08	11	09	-02
ASR	01	00	03	00	03	03	02	00	03	06	12	09	-03
PTK & BJPL	02	01	04	00	03	02	02	00	09	13	20	16	-04
JAT	01	01	02	01	04	00	01	00	07	11	15	13	-02
USBRL	--	--	--	--	--	--	--	--	--	--	--	--	--
Total	07	02	15	01	21	09	08	00	38	52	89	64	-25

SUMARIZED CATEGORY WISE & GRADE WISE STAFF POSTION OF RUNNING ROOM STAFF UNDER MECHANICAL O&F DEPARTMENT OVER FZR DIVISION:

Deptt	S No	Category	Grade	S/S	O/R	Vacc
Mechanical (O&F)	1	RR Care Taker	5200-20200+1900 (L-2)	07	02	-05
	2	RR Cook	5200-20200+2400 (L-4)	15	01	-14
	3	RR Cook	5200-20200+1900 (L-2)	21	09	-12
	4	RR Cook	5200-20200+1800 (L-1)	08	00	-08
	5	RR bearer	5200-20200+1800 (L-1)	38	52	+14
Total				89	64	-25

## Salient features of work study report No. 16-CP-19/WS/2019-20

Sub: "Work Study on Review of Running Room staff of Mechanical (O&F) Department over Firozpur Division"

### 1. Staff Position:

Department	S/S	O/R	Vac	Proposed Staff	Identified Surplus Staff
Mechanical O&F	89	64	-25	37	52
Total	89	64	-25	37	52

### 2.

- i) Running rooms under Mechanical (O&F) at ASR, JUC, LDH, BJPL, UHP, SVDK and BDGM are functioning on contract basis successfully @ Rs. 27504752/- per annum, however departmental staff also engaged in the running rooms.
- ii) Kitchen activities at running rooms under Mechanical (O&F) at FZR, PTK and JAT are functioning departmentally; however housekeeping activities are managed on contract basis.
- iii) Running rooms at ASR, JUC, LDH, BJPL of mechanical (O&F) deptt are functioning on contract basis but departmental staff is still deployed which is not proper utilization of staff and non productive to the Railways.
- iv) It is proposed to explore the possibility of outsourcing of the running rooms which are functioning departmentally to increase the productivity of Railways.

### 3. Financial implication:

Anticipated recurring saving = ■ 296.03 lakh per annum  
Capital saving = Nil  
Total saving = ■ 296.03 lakh per annum

4. After surrendering of 52 running room staff as recommended than 296.03 lakh per annum recurring saving will be achieved.