



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

WORK STUDY TEAM

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STUDY COMMENCED ON: 13.09.2019
STUDY COMPLETED ON : 20.09.2019

GUIDANCE BY
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SWSO

No. 16-CP/27/WS/2019-20

Northern Railway,
Headquarters Office,
Baroda House, New Delhi.

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 Ambala 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.	MECHANICAL (O&F)	RR cook	40	25	-15
		RR Bearer	24	37	+13
	Total		64	62	-02

No. of posts identified as surplus: -

Group 'C' = 19 posts

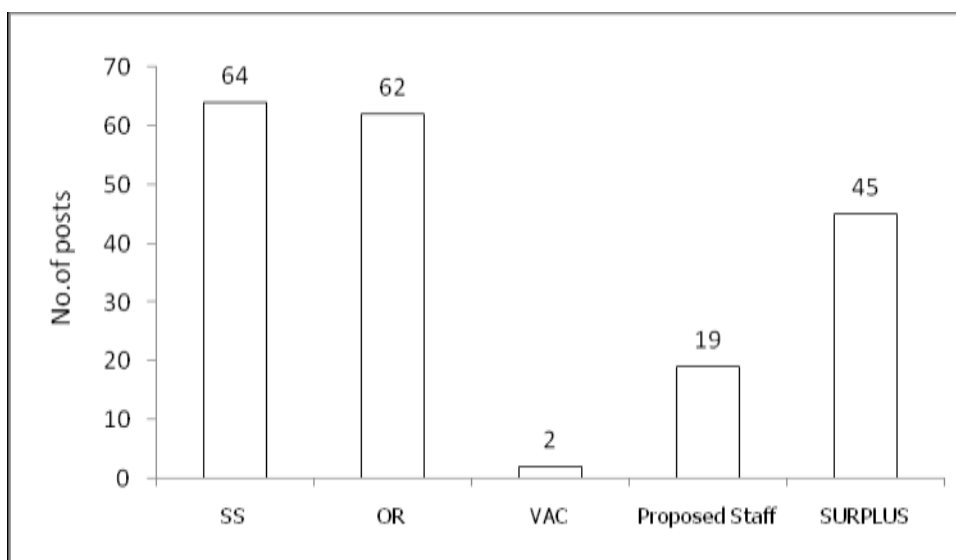
Group 'D' = 26 posts

Total = 45 posts

Anticipated recurring saving = ■ 249.60 lakh per annum

Capital saving = Nil

Total saving = ■ 249.60 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 Ambala 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 over Ambala division 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 ■ 249.60 lakh per annum is likely to be achieved after surrendering of 45 posts identified as surplus.

SUMMARY OF RECOMMENDATIONS

Rec No	Recommendations	Refer para no.	Accepting/ Implementing authority																								
1	<p>It is proposed that 45 posts of running room staff under Mech (O&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>08</td></tr> <tr> <td>2</td><td>RR Cook</td><td>5200-20200+1900 (L-2)</td><td>11</td></tr> <tr> <td>3</td><td>RR Cook</td><td>5200-20200+1800 (L-1)</td><td>08</td></tr> <tr> <td>4</td><td>RR bearer</td><td>5200-20200+1800 (L-1)</td><td>18</td></tr> <tr> <td colspan="3">Total</td><td>45</td></tr> </tbody> </table>	S No	Category	Grade	Surplus Posts	1	RR Cook	5200-20200+2400 (L-4)	08	2	RR Cook	5200-20200+1900 (L-2)	11	3	RR Cook	5200-20200+1800 (L-1)	08	4	RR bearer	5200-20200+1800 (L-1)	18	Total			45	2.4.11	ADRM/UMB Sr. DME/O&F/ UMB Sr. DPO/ UMB
S No	Category	Grade	Surplus Posts																								
1	RR Cook	5200-20200+2400 (L-4)	08																								
2	RR Cook	5200-20200+1900 (L-2)	11																								
3	RR Cook	5200-20200+1800 (L-1)	08																								
4	RR bearer	5200-20200+1800 (L-1)	18																								
Total			45																								

ACKNOWLEDGEMENT

The Work Study team is highly grateful to Sh. Karan Singh, ADRM/UMB/Admn, Sh Deepak Goel Sr. DME/O&F/UMB and Sh. Nikhil Dhongari, Sr. DPO/UMB 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

1.0 INTRODUCTION:

- 1.1 Ambala division is an important division of Northern Railway spread over Punjab, Haryana, Rajasthan, Uttar Pradesh & 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 Ambala 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 Ambala 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 loco pilots 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 loco pilots/guards, the running rooms facilities are provide at running rooms which are under the control of Mechanical O&F Department over Ambala 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 UMB 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 report and the summarized position of the same is given as under.

RUNNING ROOMS UNDER MECHANICAL (O&F) DEPARTMENT:

S No	Running Room	S/S	O/R	Vac
1	Saharanpur (SRE)	09	13	+04
2	Bathinda (BTI)	10	10	--
3	Ambala Cantt (UMB)	17	16	-01
4	Nangal Dam (NLDM)	08	07	-01
5	Dhuri (DUI)	10	09	-01
6	Shimla (SML)	04	03	-01
7	Roop Naga (RPAR)	06	04	-02
Total		64	62	02

The above table reveals as under:

The on roll staff strength of running room under Mechanical (O&F) Deptt is 62 against the sanction strength of 64 and 02 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 room of SRE and BTI is 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 SRE, BTI, UMB, NLDM, DUI, SML, RPAR and CDG are already running satisfactorily on contract basis @ Rs. ■■■14225547/-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 45 running room staff as recommended than 249.60 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
Saharanpur (SRE)	Mechanized Cleaning of Running Room	Mechanized cleaning of rooms, kitchen, toilets/bathrooms, corridor, road area, circulating area, maintenance of lawn, cleaning of drains, channels and change of linen in RR SRE for three years	16.08.2016-05.08.2019	5284014	1761338	Running Satisfactory
Bathinda (BTI)	Mechanized Cleaning of Running Room	Mechanized cleaning of rooms, kitchen, toilets/bathrooms, corridor, road area, circulating area, maintenance of lawn, cleaning of drains, channels and change of linen in RR SRE for three years	19.05.2019-30.04.2021	2738595	1369297	Running Satisfactory
Ambala (UMB)	Subsidized Meals	Provision of subsidized Meal/food for Running Staff in Running Room, Ambala for a period of Two Year	12/18 to 12/20	2872121	1436061	Running Satisfactory
Nangal Dam (NLDM)	Cleaning of Loco R/ Room,	Cleaning of Running Room, Counter, and its surrounding area at NLDM for two years	30.5.2019-29.05.2021	2464745	1232372	Running Satisfactory
	Subsidized Meals	Provision of subsidized Meal/food for Running Staff in Running Room, NLDM for a period of Two Year	04-2019 to 04/2021	3398242	1699121	Running Satisfactory
Dhuri (DUI)	Subsidized Meals	Provision of subsidized Meal/food for Running Staff in Running Room, DUI for a period of Two Year	12/2018 to 12/2020	4875112	2437556	Running Satisfactory
	Mechanized Cleaning of Running Room	Mechanized cleaning of rooms, kitchen, toilets/bathrooms, corridor, road area, circulating area, maintenance of lawn, cleaning of drains, channels and change of linen in RR DUI for three years	03/2017 to 03/2020	1953071	651023	
Shimla (SML)	Subsidized Meals	Provision of subsidized Meal/food for Running Staff in Running Room, SML for a period of Two Year	06/2019 to 06/2021	2604075	132037	Running Satisfactory
	Mechanized Cleaning of Running Room	Mechanized cleaning of Running rooms and satellite diesel shed and coal loading and unloading of dust at SML for three years	07/2018 to 07/2021	1928687	964343	
Chandigarh	Subsidized Meals	Provision of subsidized Meal/food for Running Staff in Running Room, CDG for a period of Two Year	14.12.2018-13.12.2020	1444862	722431	Running Satisfactory
	Mechanized Cleaning of Running Room	Mechanized cleaning of rooms, kitchen, toilets/bathrooms, corridor, road area, circulating area, maintenance of lawn, cleaning of drains, channels and change of linen in RR CDG for three years	16.10.2017-15.10.2020	5459814	1819938	Running Satisfactory
Total				35023338	14225547	

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 @ ₹14225547/- 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 SRE, BTI, UMB, NLDM, DUI, SML, RPAR and CDG are functioning successfully on contract basis whereas SRE & BTI are being carried out partially departmentally and partially on contract basis. The kitchen activities are being carried out departmentally whereas housekeeping is managed on contract basis.

The work study team collected the data from divisional headquarter/UMB 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 SAHARANPUR CANTT:

This running room is supervised by the Sr. Crew Controller (Mechanical). The house keeping, cleaning, and 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 Cook	08	03	-05
2	RR Bearer	01	10	+09
Total		09	13	+04

The above table reveals that the on roll strength is 13 against the sanctioned strength of 09 and there is a variation of 4 posrs.

Occupancy of running room UMB is about 145 men for which the departmental kitchen staff has been deployed. cleaning of rooms, kitchen, toilets/bathrooms, corridor, road area, circulating area, maintenance of lawn, cleaning of drains, channels and change of linen in RR SRE, is running on contract basis @ Rs 1761338/- per annum.

PROPOSED REQUIREMENT OF STAFF:

Category	Proposed staff	Remarks
RR cook	02	Morning 08-16
	02	Evening 16-24
RR Bearer	01	Morning 08-16
	01	Evening 16-24
	01	Night 00-08
Total	07	
LR @ 12.5%	0.87	
RG @ 16.5%	1.15	
Total	9.02 say 09	

The proposed requirement of running room staff comes to 09 against the sanctioned strength of 09 and there is no surplus staff.

2.4.3 RUNNING ROOM BATHINDA:

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 Cook	05	05	--
2	RR Bearer	05	05	--
Total		10	10	--

The above table reveals that the on roll strength is 10 against the sanctioned strength of 10 and no post is lying vacant.

During discussion, the work study team was apprised that there are 58 beds in running room and average occupancy of running room is 66 per day. Existing staff is deployed in 03 shifts.

This running room is supervised by the Chief Loco Inspector. Only Mechanized cleaning of Running Room BTI is outsourced and running successfully @ Rs 1369297/- per annum.

OBSERVATIONS AND PROPOSED REQUIREMENT OF STAFF:

Kitchen activities are running departmentally for which staff has proposed as follow:

Category	Proposed staff	Remarks
RR cook	02	Morning 08-16
	02	Evening 16-24
RR Bearer	02	Morning 08-16
	01	Evening 16-24
	01	Night 00-08
Total	08	
LR @ 12.5%	1.00	
RG @ 16.5%	1.48	
Total	10.48 say 10	

The proposed requirement of running room staff comes to 10 against the sanctioned strength of 10 and there is no surplus staff.

2.4.4 RUNNING ROOM Ambala Cantt:

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 Cook	14	06	-08
2	RR Bearer	03	10	+07
Total		17	16	-01

The above table reveals that the on roll strength is 16 against the sanctioned strength of 17 and 01 post is lying vacant.

This running room is supervised by the SSE/Loco/UMB. Out sourcing of Mechanized Cleaning of Running Room and its surrounding area is running successfully Provision of Vegetarian subsidized Meal/food for Running Staff in Running Room; Ambala Cantt 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 16 against the sanctioned strength of 17 and 01 post is 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/UMB are going on contract basis, the work study team is of the opinion that 17 sanctioned posts of running room staff is rendered surplus and hence proposed requirement comes to nil. Thus **17** sanctioned posts of running room staff is rendered surplus and recommended for surrender.

2.4.5 RUNNING ROOM Nangal Dam:

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 Cook	01	04	+03
2	RR Bearer	07	03	-04
Total		08	07	-01

The above table reveals that the on roll strength is 07 against the sanctioned strength of 08 and 01 post is lying vacant.

This running room is supervised by the SSE/Loco. The Cleaning, washing & mopping of running room at NLDM is being carried out on contract basis @ Rs 1232372/- per annum. Provision of Vegetarian subsidized Meal/food for Running Staff in Running Room NLDM is also being carried out on contract basis @ Rs. 1699121/- per annum.

OBSERVATIONS AND PROPOSED REQUIREMENT:

During discussion, the work study team was apprised that there are 48 beds in running room and average occupancy of running room is 46 per day. Out of Existing sanctioned 08 staff 07 men are deployed in 03 shifts.

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/NLDM are going on contract basis, the work study team is of the opinion that 08 sanctioned posts of running room staff is rendered surplus and hence proposed requirement comes to nil. Thus **08** sanctioned posts of running room staff is rendered surplus and recommended for surrender.

2.4.6 RUNNING ROOM Dhuri (DUI):

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 Cook	05	03	-02
2	RR Bearer	05	06	+01
Total		10	09	-01

The above table reveals that the on roll strength is 09 against the sanctioned strength of 10 and 01 post is lying vacant.

The running room is supervised by the SSE/Loco/DUI. Cleaning Washing, mopping of R/Room, is being carried out on contract basis @ Rs 2437556/- per annum. Provision of subsidized Meal/food for Running Staff in Running Room, DUI is provided on contract basis @ Rs. 651023/-per annum.

OBSERVATIONS AND PROPOSED REQUIREMENT OF STAFF:

During discussion, the work study team was apprised that there are 47 beds in running room and average occupancy of running room is 73 per day. Out of Existing 10 staff 09 men are still deployed in 03 shifts at running room DUI even after outsourcing of kitchen and cleaning activities..

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/DUI are going on contract basis, the work study team is of the opinion that 10 sanctioned posts of running room staff is rendered surplus and hence proposed requirement comes to nil. Thus **10** sanctioned posts of running room staff is rendered surplus and recommended for surrender.

2.4.7 RUNNING ROOM Shimla (SML):

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 Cook	03	03	--
2	RR Bearer	01	--	-01
Total		04	03	-01

The above table reveals that the on roll strength is 03 against the sanctioned strength of 04 and 01 post is lying vacant.

During discussion, the work study team was apprised that there are 33 beds in running room and average occupancy of running room is 19 per day. Out of Existing 04 staff 03 men are still deployed in 03 shifts even after outsourcing of kitchen and cleaning activities..

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/SML are going on contract basis, the work study team is of the opinion that 04 sanctioned posts of running room staff is rendered surplus and hence proposed requirement comes to nil. Thus **04** sanctioned posts of running room staff is rendered surplus and recommended for surrender.

2.4.8 RUNNING ROOM ROOP NAGAR (RPAR):

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 Cook	04	01	-03
2	RR Bearer	02	03	+01
Total		06	04	-02

The above table reveals that the on roll strength is 04 against the sanctioned strength of 06 and 02 posts are lying vacant.

During discussion, the work study team was apprised that there are 28 beds in running room and average occupancy of running room is 07 per day. Out of Existing sanctioned 06 staff 04 men are still deployed in 03 shifts even after outsourcing of kitchen and cleaning activities..

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/RPAR are going on contract basis, the work study team is of the opinion that 06 sanctioned posts of running room staff is rendered surplus and hence proposed requirement comes to nil. Thus **06** sanctioned posts of running room staff is rendered surplus and recommended for surrender.

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	Saharanpur (SRE)	09	09	--	
2	Bathinda (BTI)	10	10	--	
3	Ambala Cantt (UMB)	17	--	17	Outsourced
4	Nangal Dam (NLDM)	08	--	08	Outsourced
5	Dhuri (DUI)	10	--	10	Outsourced
6	Shimla (SML)	04	--	04	Outsourced
7	Roop Naga (RPAR)	06	--	06	Outsourced
	Total	64	19	45	

The proposed requirement of running room staff comes to 19 against the sanctioned strength of 64 and 45 posts of running staff identified as surplus and recommended for surrender.

Recommendation No 1:

It is proposed that 45 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)	08
2	RR Cook	5200-20200+1900 (L-2)	11
3	RR Cook	5200-20200+1800 (L-1)	08
4	RR bearer	5200-20200+1800 (L-1)	18
	Total		45

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 UMB, NLDM, DUI, SML RPAR are functioning on contract basis successfully. Whereas housekeeping activities (Mechanized cleaning) at running rooms SRE & BTI 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 SRE and BTI 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	08	59696/-	5730816
	2	RR Cook	5200-20200+1900 (L-2)		11	46536/-	6142752
	3	RR Cook	5200-20200+1800 (L-1)		08	41944/-	4026624
	4	RR bearer	5200-20200+1800 (L-1)		18	41944/-	9059904
Total					45		24960096

No. of posts identified as surplus: -

Group 'C' = 19 posts

Group 'D' = 26 posts

Total = 45 posts

Anticipated recurring saving = ■■■ 249.60 lakh per annum

Capital saving = Nil

Total saving = ■■■ 249.60 lakh per annum

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 UMB Division is tabulated as under:-

Deptt	S No	Category	Grade	Sanctioned Strength	Monthly value per post	Anticipated annual recurring saving
Mechanical (O&F)	1	RR Cook	5200-20200+2400 (L-4)	12	59696/-	8596224
	2	RR Cook	5200-20200+1900 (L-2)	17	46536/-	9493344
	3	RR Cook	5200-20200+1800 (L-1)	11	41944/-	5536608
	4	RR bearer	5200-20200+1800 (L-1)	24	41944/-	12079872
				64		35706048

The above table reveals that 35706048/- per annum is being spent on the above sanctioned strength of running room staff over UMB Division.

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

Deptt	S No	Category	Grade	Proposed staff	Monthly value per post	Anticipated annual recurring saving
Mechanical (O&F)	1	RR Cook	5200-20200+2400 (L-4)	04	59696/-	2865408
	2	RR Cook	5200-20200+1900 (L-2)	06	46536/-	3350592
	3	RR Cook	5200-20200+1800 (L-1)	03	41944/-	1509984
	4	RR bearer	5200-20200+1800 (L-1)	06	41944/-	3019968
Total				19		10745952

The above table reveals that after the implementation of the work study report, the expenditure on the proposed staff will come to 10745952/- Therefore the expenditure will be reduced from 35706048/- to 10745952/-.

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 UMB Division.

Activity Centre: - Running rooms at SRE, BTI, UMB, NLDM, DUI, SML and RPAR over UMB Division.

S. No	Sub-activity	Actual staff deployed	Work Study recommendation	Representative Workload
1	Running rooms over UMB Division controlled by Mechanical O&F Department provides rest & catering services to Crews, guards and other running staff.	SS =64 OR =62 Vac =02	SS =64 Prop =19 Surplus=45	To provide accommodation for rest and catering services to the Crews, guards staff over UMB division.

LIST OF ANNEXURES

S.N.	Description	Annexure No.
1	Letter of C.P. Cell to initiate the work study No. 16-CP/27/WS/2019-20 Part-I dt.13.09.2019	I
2	Statement showing Category wise, Grade wise staff position of running room staff of Mechanical O&F Department over UMB Division.	II

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

R. Room	RR Cook GP: Rs. 2400		RR Cook GP: Rs. 1900		RR Cook GP: Rs. 1800		RR Masalchi GP: Rs. 1800		Total		
	S/S	O/R	S/S	O/R	S/S	O/R	S/S	O/R	S/S	O/R	Vac
SRE	02	02	04	01	02	--	01	10	09	13	+04
BTI	02	02	02	03	01	--	05	05	10	10	--
UMB	05	02	04	04	05	--	03	10	17	16	-01
NLDM	--	02	01	02	--	--	07	03	08	07	-01
DUI	01	01	03	02	01	--	05	06	10	09	-01
KLK	--	--	--	--	--	--	--	--	--	--	--
SML	01	02	02	01	--	--	01	--	04	03	-01
RPAR	01	01	01	--	02	--	02	03	06	04	-02
Total	12	12	17	13	11	--	24	37	64	62	-02

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

Deptt	S No	Category	Grade	S/S	O/R	Vacc
Mech (O&F)	1	RR Cook	5200-20200+2400 (L-4)	12	12	--
	2	RR Cook	5200-20200+1900 (L-2)	17	13	-04
	3	RR Cook	5200-20200+1800 (L-1)	11	--	-11
	4	RR bearer	5200-20200+1800 (L-1)	24	37	+13
Total				64	62	-02

Salient features of work study report No. 16-CP-27/WS/2019-20

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

1. Staff Position:

Department	S/S	O/R	Vac	Proposed Staff	Identified Surplus Staff
Mechanical O&F	64	62	-02	19	45
Total	64	62	-02	19	45

2.

- i) Running rooms under Mechanical (O&F) at, UMB, NLDM, DUI, SML & RPAR are functioning on contract basis successfully for kitchen and housekeeping activities,, however departmental staff also engaged in the running rooms.
- ii) Kitchen activities at running rooms under Mechanical (O&F) at SRE, BTI are functioning departmentally; however housekeeping activities are being carried out on contract basis.
- iii) Running rooms at UMB, NLDM, DUI, SML & RPAR 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 = ■ 249.60 lakh per annum
Capital saving = Nil
Total saving = ■ 249.60 lakh per annum

4. After surrendering of 45 running room staff as recommended than ■249.60 lakh per annum recurring saving will be achieved.