



WORK STUDY REPORT
ON
REVIEW OF VEHICLE DRIVER
OVER
FZR DIVISION
2019-20
WORK STUDY TEAM

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STUDY COMMENCED ON: 25.06.2019
STUDY COMPLETED ON : 01.08.2019

GUIDANCE
BY

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No. 16-CP/17/WS/2019-20

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EXECUTIVE SUMMARY

This study was allotted to Central Planning Cell, HQ Office, with a view to identify redundant/unproductive/obsolete activities of Vehicle Driver staff working under various department over Firozpur Division to suggest ways & means to improve manpower productivity is as under:-

S N	Total staff	S/S	O/R	Vacancy
1	Vehicle Driver	61	49	-12
Total		61	49	-12

STAFF POSITION

No. of posts identified as surplus and recommended for surrender: -

Gr. 'C' = 35 posts

Gr. 'D' = Nil

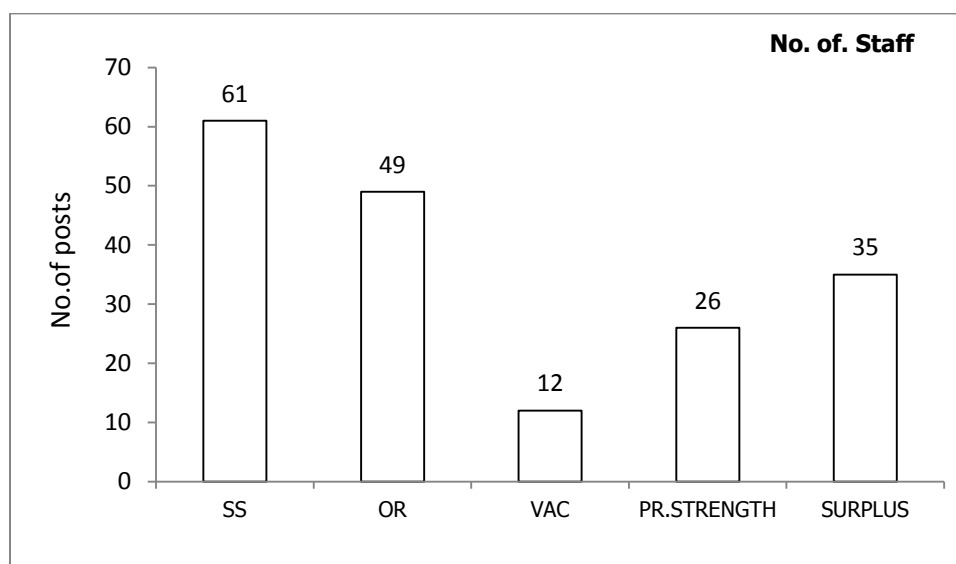
Total = 35 posts

FINANCIAL IMPLICATIONS:

Anticipated recurring savings = ■ 285.76 lakh per annum.

Capital saving = Nil

Total = ■ 285.76 lakh per annum



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SYNOPSIS

Vehicles are provided as staff car, Ambulance, Inspection vehicle, Tool van, Accident relief Van, staff transportation vehicle, material transport vehicles, emergency vehicles at Divisional level. The vehicles are also procured on hiring/contract basis against existing vehicles which have outlived their codal life. Railway board issues guidelines from time to time regarding procurement, replacement and hiring of vehicle

Vehicle Drivers are nominated for Driving, Maintaining, up-keeping of Railway Vehicles, while for hired vehicles, private drivers are hired as per the condition on hiring of vehicles on various accounts.

Vehicle Drivers perform the following duties:

- Inspecting vehicle prior to leaving the place.
- Check desired destinations and determines the most appropriate route.
- Pick up officers/Staff/Material at designated locations or when hailed and transport them to their desired destinations.
- Maintain accurate records (logbook), expenses etc during the shift.
- Arrange regular repairs, general maintenance and cleaning of vehicles.
- Arrange regular PUC (pollution under control certificate), insurance, fitness of vehicle etc.

SUMMARY OF RECOMMENDATIONS

Rec. No.	Recommendations	Refer para No.	Accepting/ implementing authority.																								
1	It is proposed that 29 vehicles which have already completed their codal life, process for condemnation of these vehicles should be initiated and process of hiring of vehicles on contract basis along with driver may be explored to increase the manpower productivity.	2.2.3	ADRM/FZR Sr DPO/FZR Sr DME/C&W/ FZR																								
2	<p>It is proposed that 35 posts of vehicle drivers identified as surplus in different categories and grades over FZR division and recommended for surrender as follow:</p> <table border="1"> <thead> <tr> <th>S N</th><th>Category</th><th>Grade in ■</th><th>Surplus Posts</th></tr> </thead> <tbody> <tr> <td>1</td><td>V Driver MCM</td><td>9300-34800+4200 (L-6)</td><td>09</td></tr> <tr> <td>2</td><td>V Driver -I</td><td>5200-20200+2800 (L-5)</td><td>18</td></tr> <tr> <td>3</td><td>V Driver -II</td><td>5200-20200+2400 (L-4)</td><td>03</td></tr> <tr> <td>4</td><td>V Driver -III</td><td>5200-20200+1900 (L-2)</td><td>05</td></tr> <tr> <td colspan="3">Total</td><td>35</td></tr> </tbody> </table>	S N	Category	Grade in ■	Surplus Posts	1	V Driver MCM	9300-34800+4200 (L-6)	09	2	V Driver -I	5200-20200+2800 (L-5)	18	3	V Driver -II	5200-20200+2400 (L-4)	03	4	V Driver -III	5200-20200+1900 (L-2)	05	Total			35	2.2.4	ADRM/FZR Sr DPO/FZR Sr DME/C&W/ FZR
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Total			35																								

ACKNOWLEDGEMENT

The Work Study team is highly grateful to Sh. Sukhvinder Singh, ADRM/FZR and Sh. Jusuf Kabir, Sr. DPO/FZR, Sh V K Chadha Sr. DME/C&W/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.

1.0.0 INTRODUCTION

1.1.1 The Railways are the principal mode of transport of nation & have played a crucial role in the social, political and economic life of the country. Railways have successfully adapted to the changing needs of travel and transport. It has also absorbed advancement in the technology and kept itself in tune with the requirements of moving a large volume of Passengers and freight traffic. For successfully running the Railways, different activities are distributed among different departments.

1.1.2 Efficiency in terms of punctuality of trains is primary objectives of railways. Mobility of officers, staff and material is essential to achieve this objective. Railway has procured vehicles as staff car and material transportation vehicle for this purpose.

1.1.3 As per Railway Board's directives category of vehicle drivers has been taken as diminishing category and the activity is to be outsourced. The vehicles and vehicle drivers are being outsourced for various activities in all the departments for Railway working. Keeping in view SDGM has assigned the "Work Study on Review of Vehicle Driver over Firozpur Division" to Central Planning Cell.

1.1.4 The work study team has collected the relevant data, discussed at various levels, critically examine the data in view of existing guidelines laid down by Railway Board for departmental road vehicle drivers, reviewed staff strength vis-à-vis workload

1.2.0 TERMS OF REFERENCE

The study of vehicle driver of all Department of FZR Division has been undertaken to review the existing work load and requirement in view to identify redundant/unproductive activities to eliminate wasteful expenditure.

- i) As per directives issued vide Rly. Board's D.O. letter No. E (MPP) 2006/1/89 dt. 04.10.2006 that vehicle drivers & vehicle maintenance staff to be taken as diminishing category and activity to be outsourced.
- ii) Outsourcing of vehicle & vehicle drivers.
- iii) Suggesting ways and means for improving the system economically and efficiently.

1.3.0 METHODOLOGY

The team applied the following work study techniques:-

- 1) Data collection and its critical analysis
- 2) Work sampling, analytical estimation, spot observation and physical checks.
- 3) Held discussions at various levels.

2.0.0 BRIEF DESCRIPTION, STAFF POSITION, WORKLOAD, CRITICAL ANALYSIS, PROPOSED REQUIREMENT OF STAFF AND RECOMMENDATIONS.

2.1.0. BRIEF DESCRIPTION

In the existing system, men, materials and machines of various wings are transported from one place to another by trains, cars, jeep, truck and by foot. But to meet an emergency at remote area/locations, urgent shifting of men/material by trains or by foot is not always convenient. But the truck, jeep or cars, can be sent to any location or nearby to it by Road and hence it is very good standby mode of transportation usually adopted by various officers of different departments.

2.1.1. It is essential to mention the departments where departmental vehicle drivers are utilized over FZR division are as under:-

- | | | |
|---------------|----------------|-------------------|
| 1. Admin. | 2. Accounts | 3. Commercial |
| 4. Elect/G | 5. SSE/Power | 6. Electrical TRD |
| 7. TRS/LDH | 8. Engineering | 9. DSL Shed LDH |
| 10. Mech. C&W | 11. Medical | 12. Operating |
| 13. S&T | 14. Safety | 15. DMU/JUC |

2.1.2 DEPARTMENTWISE STAFF POSITION:

During the conduct of study, the work study team collected the staff position of vehicle drivers from 'P' Branch Divisional HQ DRM Office/FZR. The detailed staff position of vehicle driver is depicted as Annexure No.II in the report and the summarized position is as under:

S. No	Department	S/S	O/R	Vacancy
1	Administration	02	02	--
2	Accounts	02	02	--
3	Commercial	02	02	--
4	Elect/G	02	02	--
5	Electrical TRD	05	04	-01
6	TRS/LDH	05	04	-01
7	Engineering	09	07	-02
8	DSL Shed LDH	08	06	-02
9	Mech C&W	07	04	-03
10	Medical	04	03	-01
11	Operating	04	04	--
12	S&T	04	03	-01
13	Safety	01	01	--
14	DMU/JUC	06	05	-01
Total		61	49	-12

The above table reveals that the on roll staff strength of vehicle drivers is 49 against the sanction strength of 61 and 12 posts of vehicle drivers are lying vacant under various department over FZR Division.

2.1.3 DETAIL OF DEPARTMENTAL VEHICLES:

During the conduct of study the work study team collected the various data/information for the period 4/2018 to 03/2019 (01 yr) like type of vehicle fuel quota expenditure on fuel and maintenance etc. on departmental vehicles which are depicted as under:-

S. No	Department	Controlling Officer	Type of vehicle diesel/ petrol	Regn. No.	Quota of fuel/Yr in Lt or (Imprest in (a)) Annum	Exp on Fuel in (b) per Annum (a)	Maintenance expenditure/Insurance in Rs/yr in (b)	Total Exp /yr 04/18 to 03/19 (12month) in (a+b)	Average Exp /month in (a+b)/12
1	Admin	DRM	Petrol	PB05AB 6920	180000	47510	19650	67160	5597
		ADRM	Diesel	PB05Z 5359	180000	180000	56092	236092	19674
2	Accounts	Sr DFM	Tavera Diesel	PB05S 0392	180000	179700	55542	235242	19603
3	Commercial	Sr DCM	Diesel	PB05Z 5356	180000	189000	72224	252224	21019
4	Elect/G	Sr DEE/G	Diesel	PB05Q 7290	144000	144000	100000	244000	20333
		DEE/G/FZR	Diesel	PB05K 4465	96000	15851	--	15851	1321
		ADEE/G/JAT	Diesel	JK02A 5077	120000	30000	--	30000	2500
5	Electrical TRD	Sr DEE	Diesel	PB05H 9456	180000+60000	240000	38500	278500	23208
		DEE/TRD/JRC	Diesel	HR37A 4592	Condemned				
		DEE/SSE/TRD/LDH	Truck	PB10BB 7608	300000	136933	42301	179234	14936
		DEE/SSE/TRD/JRC	Truck	PB08AU 8373	240000	215000	4050	2019050	18254
		DEE/TRD/JUC	Truck	PB08AU 8374	--	96000	4890	100890	8407
6	TRS/LDH	Sr DEE/TRS	Tavera/ Diesel	PB10DM 9087	120000	65229	41865	107094	8924
			Tavera	PB10BX 0285	108000 *	18645*	26986*	45631*	15210*
			*Vehicle has been condemned by competent authority after use of 03 months, therefore expenditure on fuel and maintenance has been taken for 03 months.						
			Truck	PB10BB 7606	120000	60955	59051	120006	10000
7	Engineering	Sr DEN/C	Toyota	PB05Z 5357	180000	153360	26875	180235	15020
		Sr DEN-I	Tavera	PB02BY 3715	144000	110920	19690	130610	10884
		DEN/Hq	Toyota	PB05J** 1095	50000**	31850**	--	31850**	6370**
		**Vehicle has been condemned by competent authority after use of 5 months, therefore expenditure on fuel and maintenance has been taken for 5 months.							
		ADEN/PLMX	Diesel	PB05G 4595	96000***	106834** *	--	106834***	13354***
		***Vehicle has been condemned by competent authority after use of 8 months, therefore expenditure on fuel and maintenance has been taken for 8 months.							

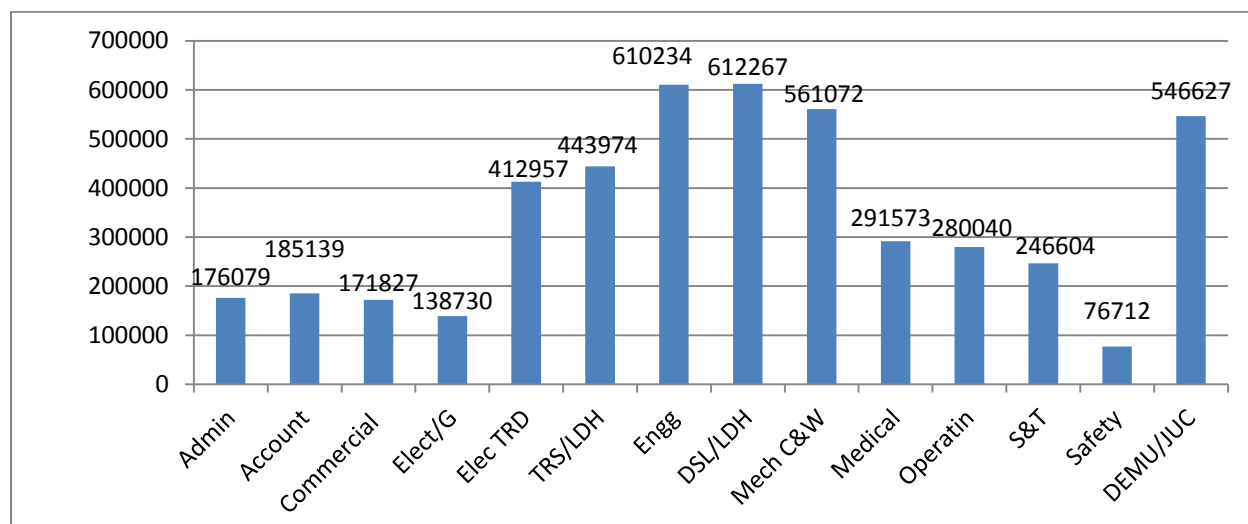
		ADEN/JAT	Toyota	JK02W 8687	78000	69280	--	69280	5773
		ADEN/JAT	Diesel	JK02B 2776	48000	11820	--	11820	985
		ADEN/LDH	Diesel	PB10CM 4022	120000	120000	--	120000	10000
8	Mech C&W	Sr DME/ FZR	Diesel	PB05H 9449	180000	110855	13315	124170	10348
		SSE/C&W/ JUC	Lister Truck	PB08ED 6620	180000	36300	36868	73168	6092
		SSE/C&W/ JUC	Truck	PB10BE 4098	60000	1000	7451	8451	704
9	Medical	CMS	Diesel	PB05M 7592	144000	101988	14010	115998	9667
		CMS	Diesel	PB05M 7591	72000	40344	--	40344	3362
10	Operating	Sr DOM/M	Diesel	PB05Z 2994	180000	47638	75938	123576	10298
		DOM/Chg	Diesel	PB05K 4108	120000	29158	--	29158	2430
		ATM/ASR	Diesel	PB05K 4979	120000	120000	--	120000	10000
		Stn Direc/JAT	Diesel	PB05Z 5358	180000	180000	--	180000	15000
11	S&T	Sr DSTE	Diesel	PB05H 9593	180000	180000	33068	213068	17756
		ASR	Truck	PB08AU 8532	120000	120000	--	120000	10000
12	Safety	Sr DSO	Diesel	PB05K 6001	132000	92658	11408	104066	8672
13	DEMU/JUC	Sr DME/ DMU	Tavera	JK04A 9389	168000	160000	26989	186989	15582
		Sr DME/ DMU	Diesel	PB05AB 6920	180000	59840	4598	64438	5370
		SSE/DMU/ JUC	Truck	PB08GE 7399	--	29760	25851	55611	4634
		BDGM	Truck	JK04A 9390	--	62677	29180	91857	7655
		BDGM	Truck	JK04B 7316	--	52878	--	52878	4407
		BDGM	Truck	JK04B 1947	180000	63175	--	63175	52645
		SSE/DMU/ JUC	Truck	JK04B 1948	12044 lt	746728	30657	777385	64782
14	DSL Shed LDH	Sr DME	Diesel	PB10BT 1169	84000	72000	--	72000	6000
		DME/DSL	Diesel	PB10DH 2702	3037 lt	197405	50931	248336	20695
		SSE/DSL	Diesel	PB10AQ 6270	1576 lt	102440	43068	145508	12126
		SSE/DSL	Diesel	PB10BD 7501	3904 lt	253760	19236	272996	22750
		SSE/DSL	Diesel	PB10AP 1790	634 lt	41210	--	41210	3434
		SSE/DSL	Diesel	PB10BK 4986	3356 lt	218140	37523	255663	21305
		SSE/DSL	Diesel	PB10FV 6491	2844 Lt	184860	--	184860	15405
Total						5527701	1027807	6555508	612491

2.1.4 Expenditure on departmental vehicles and financial implication of vehicle drivers per month:

S. No	Department	No of Vehicles	Expenditure on vehicle per month ■ (Fuel+ Maintenance (A)	Grade Pay Pay level	S/S of Vehicle Drivers	Financial implication of Drivers/ month (B) in ■	Total expenditure/ month (Department wise) (A+B) in ■
1	Administration	02	25271	6	01	82768	176079
				5	01	68040	
2	Accounts	01	19603	6	02	165536	185139
3	Commercial	01	21019	6	01	82768	171827
				5	01	68040	
4	Elect/G	03	24154	5	01	68040	138730
				2	01	46536	
5	Electrical TRD	04	64805	6	02	165536	412957
				5	02	136080	
				2	01	46536	
6	TRS/LDH	03	34134	6	05	413840	447974
7	Engineering	07	62386	5	06	408240	610234
				2	03	139608	
8	DSL Shed LDH	07	101715	6	02	165536	612267
				5	05	298480	
				2	01	46536	
9	Mech C&W	03	17144	6	01	82768	561072
				5	04	272160	
				4	01	59696	
				2	01	46536	
10	Medical	02	13029	6	01	82768	291573
				5	02	136080	
				4	01	59696	
11	Operating	04	37728	5	02	136080	280040
				4	01	59696	
				2	01	46536	
12	S&T	02	27756	6	01	82768	246604
				5	02	136080	
				2	01	46536	
13	Safety	01	8672	5	01	68040	76712
14	DEMU/JUC	07	155075	5	04	272160	546627
				4	02	119392	
		47	612491	Total	61	4150832	4763323

Average expenditure (fuel cost, maintenance cost & financial implication of Drivers) per month/vehicle = 4763323/47 = Rs. **101347/-**

Department wise financial implications on Vehicle and Vehicle Drivers per month (in ₹)



2.1.5 DETAIL OF HIRED VEHICLES ON CONTRACT BASIS:

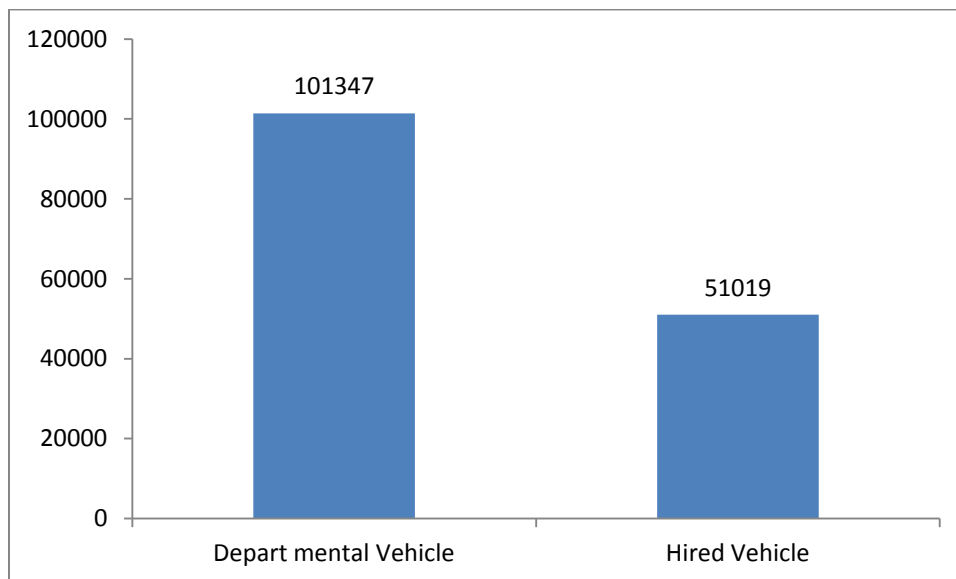
During the conduct of study the work study team collected the various data/information of hired vehicles on contract basis, like type of vehicle, amount of contract per month (including all expenditure i.e. Driver, maintenance of Vehicles, parking and taxes etc per month) etc which are depicted as under:-

S. No	Deptt	Design/Stn of controlling officer	Description of hired vehicle	No of Hired Vehicle	Monthly Rates per vehicle in
1	Admin	ADRM/FZR	Qualis for 4 months on quotation basis	01	69030
2	Personal	Sr DPO/FZR	Tata Sumo/Tavera for 2000 Kms/month	01	37880
3	Operating	Sr DOM/FZR	Maruti Ertiga, Rate for 2000 Kms/month	01	37345
4	Mechanical O&F	FZR Lobby	Maruti Ertiga, Rate for 2000 Kms/month extra 1000 km/month	01	34805
		CPRC Control off/ FZR	Scorpio , Rate for 2000 Kms/month extra 1000 km/month	01	34700
		JUC/Lobby	Bolero Rate for 2000 Kms/month extra 1000 km/month	01	34278
		ASR/Lobby	Bolero Rate for 2000 Kms/month extra 1000 km/month	01	37500
		PTK/Lobby	Genera/Enjoy Rate for 2000 Kms/month extra 1000 km/month	01	37100
		DSL Shed/ PTK NG	9 MT Truck Rate for 1500 Kms/month	01	80446
5	DSL Shed PTK	SSE/Loco	Tata Sumo for 1500 Kms/month	01	37100
		ADME/DSL Shed/PTK	Truck for 1500 Kms/month	01	80446
6	Electrical TRD	ADEE/TRD/FZR	Tata Sumo or equivalent for 2000 km wih extra 1000 km /month	01	52139
		ADEE/TRD/JAT	MUV for 2000 km extra 1200 km/month	01	49857
		TRD depot SMBX	Truck for 1500 km/month for SMBX	01	74999
		TRD depot UHP	Truck for 1500 km/month for UHP	01	74999
		DEE/TRD/JUC	Tata sumo for 2000 km/month	01	46683
		TRD/DZA	Truck for 1500 km/month for DZA	01	73975
		TRD/PTK	Truck for 1500 km/month for PTK	01	73975
7	Engineering	Sr DEN-II/ FZR	Maruti Ertiga Rate for 2000 Kms/month	01	44483
		Sr DEN-IV	Tata Sumo Rate for 2000 Kms/month	01	53468
		Sr DEN-III/ FZR	SUV or similar Rate for 2000 Kms/month	01	47086
		ADEN-I/ASR	SUV or similar Rate for 2000 Kms/month	01	47086
		ADEN/JRC	Tavera/Scorpio or similar Rate for 2000 Kms/month	01	47086
		DEN/Hq	Tata Sumo Rate for 2000 Kms/month	01	40989
		ADEN-I/FZR	Innova or similar Rate for 2000 Kms/month	01	40989
		ADEN-I/PTK	Maruti Ertiga Rate for 2000 km/month	01	34857
		ADEN/UHP	Bolero Rate for 2000 km/month	01	52845
		ADEN/BDGM	Tata Sumo for 2000 km/month	01	52382
Total expenditure on 28 hired vehicle per month					1428528
Average expenditure per hired vehicle/ month					51019

Comparative expenditure on departmental and hired vehicles

Expenditure on Departmental vehicles/month in ₹		Expenditure on Hired vehicles/month in ₹		Difference in ₹
for 47 vehicle	For 01 vehicle	for 28 vehicle	for 01 vehicle	4763323/51019=1.98 times higher
4763323/-	101347/-	1428528/-	51019/-	

Comparative average expenditure on Departmental and Hired vehicle per vehicle per month (in ₹)



Above discussion of work study reveals that both type of vehicles i.e. Railway departmental vehicles and hired vehicles on contract basis are in use at FZR division. From the perusal of para 2.1.4 and 2.1.5 it has been observed that **the hired vehicle on contract basis are much economical than the departmental vehicle. Expenditure on departmental vehicle is 1.98 times higher than that of hired vehicle on contract basis.**

The work study team is of the opinion that the departmental vehicles should be replaced by the hired vehicle on contract basis as per existing Rly Bd's guidelines and the departmental vehicle drivers be rendered surplus.

- 2.2.0 **CRITICAL ANALYSIS:**
During the conduct of study the team collected the data/information and examined critically as per guidelines laid down by Railway Board and held discussions at various levels.
- 2.2.1 As per directives issued vide Rly. Board's D.O. letter No. E(MPP)2006/1/89 dt. 04.10.2006 that vehicle drivers & vehicle maintenance staff to be taken as diminishing category and activity to be outsourced.
- 2.2.2 Codal Life of Vehicle:
Railway Board's directive [No.- 2002/AC-II/10, dated 24.05.2006]
regarding codal life of assets and Condemnation of vehicle be followed accordingly which are as under:
- a) Staff cars including jeeps – 07 years
 - b) Light Motor Vehicles - 10 years
 - c) Heavy Motor Vehicles - 10 years
 - d) Tractors - 10 years.
- It is observed that the sanctioned cadre of departmental Vehicle Driver in all departments of Firozpur division is 61 and 49 Vehicle Driver are deployed. The requirement of Vehicle Driver for different departments in Firozpur Division has been assessed based on the present workload, Railway Board Guidelines, analysis of data collected and discussions held with various levels.
 - There are 47 departmental vehicles running over FZR division and on an average expenditure per month per vehicle is ■ 101347/-. The average expenditure/month on 28 hired vehicles on contract basis/ which are also running over FZR division comes to Rs. 51019/-. Expenditure on departmental vehicles is **1.98 times higher** as compared to hired vehicles on contract basis.
 - Codal life/service life of various classes of departmental vehicles has been assessed as per Rly Board's letter No 2002/AC-H/1/10 dt 24.05.2006.
 - During the course of works study, it is observed that out of total 47 departmental vehicles; 18 vehicles are running within their codal life and 29 vehicles are very old and have already outlived their codal life. It is evident that the old vehicles are not fuel efficient, not environment friendly, unfit in BS norms, may face the problem of frequent break down and uneconomical to operate. This may result into increase in operational & maintenance expenses; this may also cause failure during emergent situation. To avoid this it is inevitable that old vehicles which have already outlived their codal life.
 - The identified surplus posts of Vehicle Drivers may be surrendered at the earliest.

2.2.3 Codal life of vehicles:

During the conduct of study the work study team discussed the codal life of the vehicles being used at various levels. Codal life/service life of various classes of railway assets has been reassessed Vide Railway Board's letter No 2002/AC-H/1/10 dt 24.05.2006, which is annexed as annexure No III in the report. Department wise/vehicle wise codal life of the vehicles is depicted as under.

S.N	Deptt.	Controlling Officer	Type of vehicle diesel/ petrol	Regn. No.	Date of Mfg	Codal life as per Rly Bd's letter	Additional Year Run beyond codal life	Remarks
1	Admin	DRM/ FZR	Ciaz/ Petrol	PB05AB 6920	2016	07	--	Within codal life
		ADRM	Diesel	PB05Z 5359	2015	10	--	Within codal life
2	Commercial	Sr DCM/ FZR	Innova/ Diesel	PB05Z 5356	2014	10	--	Within codal life
3	Operating	Sr DOM	SX4/ Diesel	PB05Z 2914	2014	10	--	Within codal life
		DOM/G	LMV/ Diesel	PB05K 4108	2004	10	05 years	Process for condemnation of the vehicle and contract for hiring of vehicle may be explored.
		ATM/ASR	Qualis/ Petrol	PB05S 5479	2004	10	05 years	Process for condemnation of the vehicle and contract for hiring of vehicle may be explored.
		Station Direc/JAT	Innova/ Diesel	PB05Z 5358	2014	10	--	Within codal life
4	Account	Sr DFM	Innova/ Diesel	PB05S 0392	2010	10	--	Within codal life
5	Electrical TRD	Sr DEE/FZR	Tata Sumo	PB05H 9456	2007	10	02 years	Process for condemnation of the vehicle and contract for hiring of vehicle may be explored.
		DEE/TRD/ JUC	Tata Sumo	HR37A 4592	2002	10	07 years	Process for condemnation of the vehicle and contract for hiring of vehicle may be explored.
		DEE/SSE/ TRD LDH	Truck	PB10BB 7608	2002	10	07 years	Process for condemnation of the vehicle and contract for hiring of vehicle may be

								explored.
		DEE/SSE/ TRD JRC	Truck	PB08AU 8373	1991	10	18 years	Process for condemnation of the vehicle and contract for hiring of vehicle may be explored.
		DEE/TRD JRC	Truck	PB08AU 8374	1991	10	18 years	Process for condemnation of the vehicle and contract for hiring of vehicle may be explored.
6	DSL Shed/ LDH	Sr DME	Tavera/ Diesel	PB10BT 1169	2006	10	03 years	Process for condemnation of the vehicle and contract for hiring of vehicle may be explored.
		DME/DSL	Motor Car/ Diesel	PB10DH 2702	2004	10	05 years	Process for condemnation of the vehicle and contract for hiring of vehicle may be explored.
		DME/DSL	Diesel	PB10AQ 6270	2000	10	09 years	Process for condemnation of the vehicle and contract for hiring of vehicle may be explored.
		DME/DSL	Diesel	PB10BD 7501	2003	10	06 years	Process for condemnation of the vehicle and contract for hiring of vehicle may be explored.
			Diesel	PB10BP 1790	1999	10	10 years	Process for condemnation of the vehicle and contract for hiring of vehicle may be explored.
			Diesel	PB10GK 4986	2017	10	--	Within codal life
7	TRS	Sr DEE/ TRS/LDH	Tavera/ Diesel	PB10DM 9087	1999		10 years	Process for condemnation of the vehicle and contract for hiring of vehicle may be explored.

		Sr DEE/TRS LDH	Diesel	PB10BB 7606	2002	10	07 years	Process for condemnation of the vehicle and contract for hiring of vehicle may be explored.
8	SAFETY	Sr DSO/FZR	SUV/Diesel	PB05K 6001	2004	10	05 years	Process for condemnation of the vehicle and contract for hiring of vehicle may be explored.
9	ENGG	Sr DEN/C	Innova/Diesel	PB05Z 5357	2014	10	--	Within codal life
		Sr DEN/I	Tata Indica/Diesel	PB02BY 3715	2012	10	--	Within codal life
		DEN/Hq	Toyota/Diesel	PB05J 1095	2013	10	--	Within codal life
		ADEN/PLMX	Sumo/Diesel	PB05G 4595	2006	10	03 years	Process for condemnation of the vehicle and contract for hiring of vehicle may be explored.
		ADEN/JAT	Qualis/Diesel	JK02W 8687	2001	10	08 years	Process for condemnation of the vehicle and contract for hiring of vehicle may be explored.
		ADEN/LDH	Qualis/Diesel	PB10CM 4022	2006	10	03 years	Process for condemnation of the vehicle and contract for hiring of vehicle may be explored.
10	Mech	Sr DME/FZR	Qualis/Diesel	PB05H 9449	2007	10	02 years	Process for condemnation of the vehicle and contract for hiring of vehicle may be explored.
		SSE/C&W/JUC	Lister Truck/Diesel	PB08ED 6620	2014	10	--	within codal life
		SSE/C&W/JUC	Truck/Diesel	PB10BE 4098	2012	10	--	within codal life
11	S&T	Sr DSTE/FZR	Qualis/Diesel	PB05H 9593	2007	10	02 years	Process for condemnation of the vehicle and contract for hiring of vehicle may be

								explored.
		SSE/ASR	Truck/ Diesel	PB08AU 8532	2016	10		within codal life
12	Electrical	Sr DEE/ FZR	Tavera/ Diesel	PB05Q 7290	2009	10	--	Codal life is going to be expired in 2019, thus process for condemnation of the vehicle and contract for hiring of vehicle may be explored.
		DEE/G/ FZR	Qualis/ Diesel	PB05K 4465	2005	10	04 years	Process for condemnation of the vehicle and contract for hiring of vehicle may be explored.
		ADEE/JAT	Qualis/ Diesel	JK02A 5077	2007	10	02 years	Process for condemnation of the vehicle and contract for hiring of vehicle may be explored.
13	Medical	DH/FZR	Tavera/ Diesel	PB05M 7592	2007	10	02 years	Process for condemnation of the vehicle and contract for hiring of vehicle may be explored.
		DH/FZR	Tavera/ Diesel	PB05M 7591	2007	10	02 years	Process for condemnation of the vehicle and contract for hiring of vehicle may be explored.
14	DEMU/ JUC	Sr DME/ DEMU	Tavera/ Diesel	JK04A 9389	2008	10	01 years	-do-
		Sr DME/ DEMU	Tavera/ Diesel	PB05AB 6920	2016	10	--	Within codal life
		SSE/DEMU /JUC	Truck/ Diesel	JK04B 1948	2010	10	--	Within codal life
		SSE/DEMU /JUC	Truck/ Diesel	PB08GE 7399	2018	10	--	Within codal life
		DEMU/ BDGM	Truck/ Diesel	JK04A 9390	2008	10	01 years	Process for condemnation of the vehicle and contract for hiring of vehicle may be explored.
		DEMU/ BDGM	Truck/ Diesel	JK04B 7316	2011	10	--	Within codal life
		DEMU/ BDGM	Truck/ Diesel	JK04B 1947	2010	10	--	Within codal life

Above table reveals that out of total 47 vehicles only 18 vehicles are running within their codal life as per Railway Board's letter No 2002/AC-H/1/10 dt 24.05.2006, 29 vehicles have already completed their codal life, therefore, process for condemnation of these vehicles should be initiated and process of hiring of vehicles along with drivers on contract basis may be explored as per requirement. As already discussed in para 2.1.3 and 2.1.4 it has been observed that the hired vehicle on contract basis are much economical than the departmental vehicle. Expenditure on departmental vehicle is **1.98 times** higher than that of hired vehicle on contract basis running over FZR division. Departmental vehicle drivers will become surplus after hiring the new vehicle on contract basis along with driver. Thus surplus departmental vehicle drivers should be surrendered.

Recommendation No. 1:

It is proposed that 29 vehicles which have already completed their codal life, process for condemnation of these vehicles should be initiated and thereafter hiring of vehicles on contract basis along with driver may be explored to increase the manpower productivity.

2.2.4 Department wise Proposed Requirement of Vehicle Drivers:

During the conduct of study, the work study team collected the department wise workload of vehicle drivers in terms of number of vehicles, age of vehicle (codal life), fuel consumption, expenditure on maintenance and vehicle hired on contract basis and examined critically. The work study team has taken into consideration the deployment of staff, , in view of guidelines as directed by Railway Board of codal life of vehicles and comparison of expenses incurred on departmental vehicle and hired vehicle, while proposing the requirement of vehicle driver staff. The department wise proposed requirement is as under:

S.N	Deptt.	Controlling Officer	Type of vehicle diesel/petrol	Regn. No.	Year of Mfg	Codal life of vehicles (in Yr)	Proposed requirement of Vehicle Driver	Remarks
1	Admin	DRM/FZR	Ciaz/ Petrol	PB05AB 6920	2016	07	02	--
		ADRM/FZR	MUV/Diesel	PB05Z 5359	2015	10	02	--
2	Comm	Sr DCM/ FZR	Innova/ Diesel	PB05Z 5356	2014	10	01	--
3	Operating	Sr DOM	SX4/ Diesel	PB05Z 2914	2014	10	01	--
		DOM/G	LMV/ Diesel	PB05K 4108	2004	10	--	Vehicle beyond codal life
		ATM/ASR	Qualis/ Petrol	PB05S 5479	2004	10	--	-do-
		Station Direc/JAT	Innova/ Diesel	PB05Z 5358	2014	10	01	--
4	Account	Sr DFM	Innova/ Diesel	PB05S 0392	2010	10	01	--
5	Electrical TRD	Sr DEE/FZR	Tata Sumo	PB05H 9456	2007	10	--	Vehicle beyond codal life

		DEE/TRD/JUC	Tata Sumo	HR37A 4592	2002	10	--	-do-
		DEE/SSE/TRD LDH	Truck	PB10BB 7608	2002	10	--	-do-
		DEE/SSE/TRD JRC	Truck	PB08AU 8373	1991	10	--	-do-
		DEE/TRD JRC	Truck	PB08AU 8374	1991	10	--	-do-
6	DSL Shed/LDH	Sr DME	Tavera/Diesel	PB10BT 1169	2006	10	--	-do-
		DME/DSL	Motor Car/Diesel	PB10DH 2702	2004	10	--	-do-
			Diesel	PB10AQ 6270	2000	10	--	-do-
			Diesel	PB10BD 7501	2003	10	--	-do-
			Diesel	PB10BP 1790	1999	10	--	-do-
			Diesel	PB10GK 4986	2017	10	01	--
7	TRS	Sr DEE/TRS LDH	Tavera/Diesel	PB10DM 9087	1999	10	--	Vehicle beyond codal life
		Sr DEE/TRS LDH	Diesel	PB10BB 7606	2002	10	--	-do-
8	SAFETY	Sr DSO/FZR	SUV/Diesel	PB05K 6001	2004	10	--	-do-
9	ENGG	Sr DEN/C	Innova/Diesel	PB05Z 5357	2014	10	01	--
		Sr DEN/I	Tata Indica/Diesel	PB02BY 3715	2012	10	01	--
		DEN/Hq	Toyota/Diesel	PB05J 1095	2013	10	01	--
		ADEN/PLMX	Sumo/Diesel	PB05G 4595	2006	10	--	Vehicle beyond codal life
		ADEN/JAT	Qualis/Diesel	JK02W 8687	2001	10	--	-do-
		ADEN/LDH	Qualis/Diesel	PB10CM 4022	2006	10	--	-do-
10	Mech	Sr DME/FZR	Qualis/Diesel	PB05H 9449	2007	10	--	-do-
		SSE/C&W/L/JUC	Lister Truck/Diesel	PB08ED 6620	2014	10	01	--
		SSE/C&W/JUC	Truck/Diesel	PB10BE 4098	2012	10	01	--
11	S&T	Sr DSTE/FZR	Qualis/Diesel	PB05H 9593	2007	10	--	Vehicle beyond codal life
		SSE/ASR	Truck/Diesel	PB08AU 8532	2016	10	01	
12	Electrica l	Sr DEE/FZR	Tavera/Diesel	PB05Q 7290	2009	10	--	Vehicle beyond codal life
		DEE/G/FZR	Qualis/ Diesel	PB05K 4465	2005	10	--	-do-
		ADEE/JAT	Qualis/ Diesel	JK02A 5077	2007	10	--	-do-
13	Medical	DH/FZR	Tavera/Diesel	PB05M 7592	2007	10	--	-do-

		DH/FZR	Tavera/ Diesel	PB05M 7591	2007	10	--	-do-
14	DEMU/ JUC	Sr DME/ DEMU	Tavera/ Diesel	JK04A 9389	2008	10	--	-do-
		Sr DME/ DEMU	Tavera/ Diesel	PB05AB 6920	2016	10	01	--
		SSE/DEMU/ JUC	Truck/ Diesel	JK04B 1948	2010	10	01	--
		SSE/DEMU/ JUC	Truck/ Diesel	PB08GE 7399	2018	10	01	--
		DEMU/ BDGM	Truck/ Diesel	JK04A 9390	2008	10	01	--
		DEMU/ BDGM	Truck/ Diesel	JK04B 7316	2011	10	01	--
		DEMU/ BDGM	Truck/ Diesel	JK04B 1947	2010	10	01	--
Total							20	
LR @ 12.5%							2.5	
RG @ 16.5							3.3	
Grand Total							25.8 say 26	

The above table reveals that the proposed requirement of vehicle drivers comes to 26 against the sanctioned strength of 61 and 35 posts of vehicle drivers are identified as surplus in different grades over FZR division and recommended for surrender.

Recommendation No 2:

It is proposed that 35 posts of vehicle drivers identified as surplus in different grades over FZR division and recommended for surrender as follow:

S No	Category	Grade pay in ■	S/S	Proposed	Surplus
1	V Driver MCM	9300+34800+4200 (L-6)	16	07	09
2	V Driver -I	5200+20200+2800 (L-5)	31	13	18
3	V Driver -II	5200+20200+2400 (L-4)	05	02	03
4	V Driver -III	5200+20200+1900 (L-2)	09	04	05
Total			61	26	35

3.0.0 FINANCIAL IMPLICATIONS

After the implementation of the work study recommendations following are the financial implications.

S. N	Category	Grade in ■	Refer Recom No.	No. of surplus posts	Monthly value per post in ■	Anticipated annual recurring saving in ■
1	Vehicle Driver MCM	9300-34800-4200 (L6)	2.2.4	09	82768	8938944/-
2	Vehicle Driver-I	5200-20200-2800 (L5)		18	68040	14696640/-
3	Vehicle Driver-II	5200-20200-2400 (L4)		03	59696	2149056/-
4	Vehicle Driver-III	5200-20200-1900 (L2)		05	46536	2792160/-
Total				35		28576800/-

No. of posts identified as surplus:-

Group C = 35 posts
 Group D = Nil Posts
 Total = 35 posts

Anticipated recurring saving = ■285.76 lakh per annum
 Capital saving = Nil
 Total saving = ■285.76 lakh per annum

4.00 PRODUCTIVITY

4.1.0 The total annual expenditure on the sanctioned strength of Vehicle driver staff working over FZR Division is tabulated as under:-

SN	Category	Pay Scale + Grade Pay in■■■	Monthly value per posts in■■■	Sanctioned strength	Total annual expenditure in■■■
1	Vehicle Driver	9300-34800-4200 L-6	82768	16	15891456/-
2	Vehicle Driver-I	5200-20200-2800 L-5	68040	31	25310880/-
3	Vehicle Driver-II	5200-20200-2400 L-4	59696	05	3581760/-
4	Vehicle Driver-III	5200-20200-1900 L-2	46536	09	5025888/-
Total				61	49809984/-

The above table reveals that ■■■49809984/- per annum is being spent on the above sanctioned strength of vehicle driver over FZR Division.

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

S N	Category	Pay Scale + Grade Pay	Monthly value per posts in■■■	Proposed strength	Total annual expenditure in ■■■
1	Vehicle Driver	9300-34800-4200 L6	82768	07	6952512/-
2	Vehicle Driver-I	5200-20200-2800 L5	68040	13	10614240/-
3	Vehicle Driver-II	5200-20200-2400 L4	59696	02	1432704/-
4	Vehicle Driver-III	5200-20200-1900 L2	46536	04	2233728/-
Total				26	21233184/-

The above table reveals that after the implementation of the work study report, the expenditure on the proposed staff will come to ■■■ 21233184/- Therefore the expenditure will be reduced from to ■■■ 49809984/- to ■■■ 21233184/- resulting recurring saving of ■■■ 28576800/- per annum.

WORK STUDY REPORT DETAILED CHART

Department : Personnel
Name of study : Review of Vehicle Driver staff working over FZR Division.
Activity Centre : All Departments officer of FZR Division.

S. No	Sub-activity	Actual staff deployed	Work Study recommendation	Representative Workload
1	Utility of vehicle driver under various officers of the following departments, ADMN, Personnel, Comml. Optg., Accounts, Mech. C&W, Mech O&F, Elect/TRD, Engg, S&T, Elect./G, Medical, DEMU/JUC, TRS/LDH & Safety over FZR division	S/S=61 O/R=49 Vac=12	S/S=61 Proposed=26 Surplus =35 (Group C=35)	To drive the various type of vehicles e.g. staff car/ material transport vehicles etc; in different departments over FZR Division.

LIST OF ANNEXURES

S.N.	Description	Annexure No.
1	Authority letter to conduct the work study report No. 16-P/17/WS/19-20	I
2	Category and grade wise sanctioned and on roll position of vehicle driver staff working over FZR Division.	II
3	Statement showing codal life of assets/vehicle Rly. Board's letter No.2002/AC-II/10 dt.24.5.2006	III

Department wise & Grade wise Detailed Staff position of Vehicle Drivers over Firozpur Division:

S. No	Department	Grade Pay in ■	S/S	O/R	Vacancy
1	Administration	9300-34800+4200	01	01	00
		5200-20200+2800	01	00	-1
		5200-20200+2400	00	01	+1
2	Accounts	9300-34800+4200	02	01	-1
		5200-20200+2800	00	01	+1
3	Commercial	9300-34800+4200	01	01	00
		5200-20200+2800	01	00	-1
		5200-20200+2400	00	01	+1
4	Elect/G	5200-20200+2800	01	00	-1
		5200-20200+1900	01	02	+1
5	Electrical TRD	9300-34800+4200	02	01	-1
		5200-20200+2800	02	00	-2
		5200-20200+2400	00	02	+2
		5200-20200+1900	01	01	00
6	TRS/LDH	9300-34800+4200	05	02	-3
		5200-20200+2800	00	02	+2
7	Engineering	5200-20200+2800	06	00	-06
		5200-20200+2400	00	03	+3
		5200-20200+1900	03	04	+1
8	DSL Shed LDH	9300-34800+4200	02	01	-1
		5200-20200+2800	05	01	-4
		5200-20200+2400	00	01	+1
		5200-20200+1900	01	03	+2
9	Mech C&W	9300-34800+4200	01	00	-01
		5200-20200+2800	04	01	-3
		5200-20200+2400	01	02	+1
		5200-20200+1900	01	01	00
10	Medical	9300-34800+4200	01	01	00
		5200-20200+2800	02	00	-2
		5200-20200+2400	01	01	00
		5200-20200+1900	00	01	+1
11	Operating	5200-20200+2800	02	00	-2
		5200-20200+2400	01	01	00
		5200-20200+1900	01	03	+2
12	S&T	9300-34800+4200	01	00	-1
		5200-20200+2800	02	01	-1
		5200-20200+1900	01	02	+1
13	Safety	5200-20200+2800	01	00	-1
		5200-20200+2400	00	01	+1
14	DEMU/JUC	5200-20200+2800	04	00	-4
		5200-20200+2400	02	00	-2
		5200-20200+1900	00	05	+5
Total			61	49	-12

Grade wise staff position of Vehicle Drivers over FZR Division:

Grade pay in ■■	S/S	O/R	Vacancy
9300+34800+4200 (L-6)	16	08	(-) 08
5200+20200+2800 (L-5)	31	06	(-) 25
5200+20200+2400 (L-4)	05	13	(+) 08
5200+20200+1900 (L-2)	09	22	(+) 13
Total	61	49	(-) 12

Salient features of work study report No. 16-CP-17/WS/2019-20

Sub: "Work Study on Review of Vehicle Driver over Firozpur Division"

Staff Position:

i)	Sanctioned strength of Reservation staff	=61
ii)	On roll strength	=49
iii)	Vacancy	=12
v)	Proposed staff	=26
vi)	Identified as surplus for surrender	=35

2.

- i) There are 47 departmental vehicles running over FZR division and on an average expenditure per month per vehicle is ₹1013347/-. There 28 hired vehicles running over FZR division on contract basis and on an average expenditure per month per vehicle is ₹51019/-. Expenditure on departmental vehicles is **1.98 times higher** than that of hired vehicles on contract basis.
- ii) Rly. Board's D.O. letter No. E (MPP) 2006/1/89 dt. 04.10.2006 regarding vehicle drivers & vehicle maintenance staff to be taken as diminishing category and activity to be outsourced.
- iii) Codal life/service life of various classes of railway assets has been reassessed Vide Rly Board's letter No 2002/AC-H/1/10 dt 24.05.2006.
- iv) Out of total 47 departmental vehicles, 18 vehicles are within their codal life, and 29 vehicles have completed their codal life.
- v) Vehicle driver staff has been proposed for 19 department vehicle which are within their codal life.

3. Financial implication:

Anticipated recurring saving	= ₹ 285.76 lakh per annum
Capital saving	= Nil
Total saving	= ₹ 285.76 lakh per annum